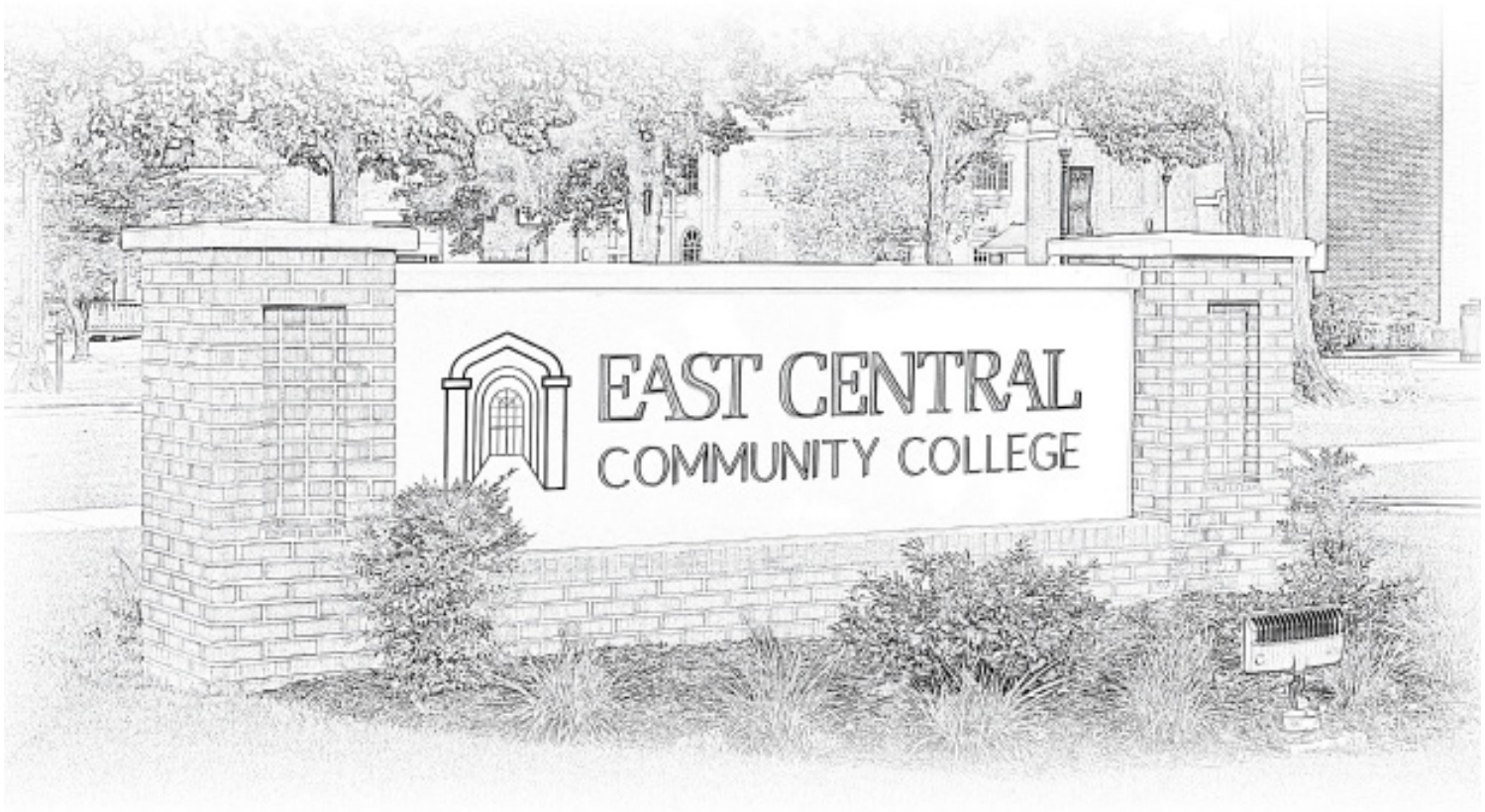
EAST CENTRAL COMMUNITY COLLEGE

2026-27

Student Handbook



With *You* In Mind

Accreditation

East Central Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Questions about the accreditation of East Central Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Non-Discrimination

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6323, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Vice President of Student Services, Eddie M. Smith Student Union Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-3247, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Eddie M. Smith Student Union Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-3247, Email: compliance@eccc.edu.

Please refer to the ECCC College Catalog and the ECCC Policies & Procedures Manual, to review all College policies, procedures, guidelines, and other information as it pertains to both students and employees of East Central Community College in Decatur, Miss. These publications are located on the college's website at www.eccc.edu.

(The College reserves the right to change any policies announced herein when deemed necessary.)

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PRESIDENT'S MESSAGE

Dear ECCC Students:

Welcome to a new academic year at East Central Community College. Whether you are a new first-time student or a returning student, we are excited to have you back on campus ready to tackle the 2025-26 academic year. Our job is to make your ECCC experience as enriching and rewarding as possible as we prepare you for that next step in your life.

The start of a new school year can sometimes be overwhelming with new classes, new people, and a lot of new information. But trust me when I tell you that this Student Handbook is one of the most important resources you will receive as a student at East Central Community College.

The Student Handbook is a repository of important information you need to ensure a successful college experience. The pages that follow include academic and student conduct policies, rules and regulations, services available to students, deadlines, opportunities for involvement, and so much more.

I want to encourage you to spend a few moments reviewing the Student Handbook and then keep your copy handy so you can refer to it when needed over this next year. There is also a copy of the Student Handbook on the college's website at www.eccc.edu.

If you have any questions about the information inside the Student Handbook, please contact our Student Services Office at 601-635-6267 or visit them on the second floor of the Smith Student Union Building on the Decatur campus.

Sincerely,

Dr. Brent Gregory
President
East Central Community College

MESSAGE FROM THE STUDENT BODY ASSOCIATION PRESIDENT

On behalf of the Student Body Association, I would like to welcome you to East Central Community College. Whether you are a returning sophomore or an incoming freshman, this experience will be one to remember. The Student Body Association is here to make sure you get the most out of your time here as a student at East Central Community College. We are so excited that you have chosen East Central as the college to help further your education.

At East Central, we take pride in everything our campus has to offer. You are going to have opportunities to meet people like never before, and some of those complete strangers will become lifelong friends. I challenge you to be involved in all that you can and make the most of your time while you are here. We hope that you find everything you are looking for here at East Central.

Again, welcome to East Central Community College, the college "With You in Mind."

Sincerely,
Maury Ann Walley
2026-27 Student Body President

MISSION STATEMENT

East Central Community College is a public, open-access, comprehensive, two-year institution of higher education that provides university transfer education, distance education opportunities, career-technical programs, workforce development services, and basic skills offerings to meet the educational and training needs of the residents of Leake, Neshoba, Newton, Scott, and Winston counties located in east central Mississippi.

ADMISSION REQUIREMENTS

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. East Central Community College ascribes to an "open admissions" policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help individual students succeed in achieving his/her educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options and for possible placement into state-of-the-art developmental instruction.

East Central Community College is committed to providing excellent post-secondary educational opportunities. East Central does not exclude from participation in, deny the benefits of, or otherwise discriminate against any person in any program or activity of the College on the basis of race, religion, color, national origin, sex, age or qualified disability. This is in compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990 (ADA).

DISABILITY SUPPORT SERVICES

Students with disabilities must self-identify to receive ADA accommodation and special services. Identification requires a student to register with the Dean of Students/ADA Coordinator and present appropriate documentation verifying the disability. Self-identification is voluntary. The Dean of Students/ ADA Coordinator will serve students to the extent that their individual needs are made known and reasonable ADA accommodation can be made.

Academic Calendar
2026-2027

View the Full Academic Calendar
Visit https://www.eccc.edu/academiccalendar

or scan the QR code.

IMPORTANT TELEPHONE NUMBERS

East Central Community College	**601.635.2111**
Admissions	601.635.6207
Aladdin Food Services . Cafeteria	601.635.2979
Aladdin Food Services . Student Grill	601.635.3873
Athletics	601.635.6310
Baptist Student Union	601.635.2481
Barber Hall Supervisor	601.635.6459
Burton Library	601.635.6219
Business Office	601.635.6208
Campus Police	601.635.6268/601.527.8939
Campus Police Chief	601.227.1175
Career Technical Office	601.635.6210
Child Care Center	601.635.3285
eLearning	601.635.6428
External Relations	601.635.6340
Financial Aid	601.635.6326
Fire Department	911 or 601.635.2761
Housing	601.635.6366
Maintenance	601.635.6298
Sheriff's Department	601.635.2101
Stewart Hall Supervisor	601.635.2351
Student Life	601.635.6300
Student Services	601.635.6205
Warrior Wellness Center	601.635.6126

DEANS/DIRECTORS/VICE PRESIDENTS

Director of Admissions & Records	Patrick Lovette
Director of AE-HSE	Alfreda Thompson
Director of Athletic	Brooks Warren
Director of Career & Technical Education	Dr. Aimee Brown
Director of eLearning	Alicia Beasley
Director of Financial Aid	Bridgett Hitt
Executive Director of the Foundation	Dr. Stacey Hollingsworth
Dean of Healthcare Education	Dr. Donna Everett
Director of Housing	Keli Barrett
Dean of Information Technology	Regena Boykin
Director of Human Resources	Paige McKinnon
Director of Physical Plant	Sean Mowdy
Director of Recruitment	Ben Pace
Director of Small Business Development Center	Anthony Hisaw
Director of Student Life	Romonica Jones
Vice President of Student Services	James Miller
Dean of Students/ADA Coordinator	Dr. Amanda Walton
Director of Student Success	Paul Nixon
Director of Workforce Development	Dr. Lucretia Williams

CAMPUS SERVICES AND RESOURCES

In addition to the teaching faculty, East Central Community College has employed several individuals whose primary responsibilities center around delivering support services to the student body. The following is a list of those campus services and resources and the person you may contact regarding them.

Admissions	Patrick Lovette, Director of Admissions & Records *(Student Union Building)*
Advising Concerns	Dr. Chelsey Vincent, University Transfer Advisor *(Burton Library)* Sonya Salter, Mental Health Counselor *(Student Union Building)*
Advisors Assignments	Patrick Lovette, Director of Admissions & Records *(Student Union Building)*
Athletics	Brooks Warren, Director of Athletics *(Brackeen Wood Gymnasium)*
Band	Jeffrey, Director of Bands *(Carson Band Hall)*
Bookstore	Michaelle Smith, Bookstore Manager *(Campus Bookstore, Student Union Building)*
Campus Police	Johnny Martin, Campus Chief of Police *(Campus Police Office)*
Emergency Phone Center	Sarah Dupont, Campus Police Dispatcher *(Campus Police)*
Financial Aid Assistance	Bridgett Hitt, Director of Financial Aid *(Student Union Building)*
Food Service	Crystal Madere, Food Service Manager *(Mabry Memorial Cafeteria)*
Graduation	Patrick Lovette, Director of Admissions & Records *(Student Union Building)*
Housing	Keli Barrett, Director of Housing *(Student Union Building)*
Information Center	Tiffany Morrison, Administrative Assistant to Vice President of Student Services *(Student Union Building)*
Institutional Scholarships	Jerami Beard, Financial Aid Specialist *(Student Union Building)*
Intramurals	Romonica Jones, Director of Student Life *(Student Union Building)*
Library	Allen Davis, Librarian II *(Burton Library)*
Lost and Found	Sarah Dupont, Campus Police Dispatcher *(Campus Police)*
Mail/Mail Box Rental	Romonica Jones, Director of Student Life *(Student Union Building)*
Military Benefits	Mae Thornton, Assistant Director of Financial Aid *(Student Union Building)*
Mississippi Virtual Community College	Alicia Beasley, Director of eLearning Education *(Student Union Building)*

Payments of Fees	Tyler Yates, Vice President for Business Operations *(Administration Building)*
Personal Issues/Challenges	James Miller, Vice President of Student Services Dr. Amanda Walton, Dean of Students/ADA Coordinator *(Student Union Building)*
Residence Hall Keys/ Maintenance	Keli Barrett, Director of Housing *(Student Union Building)*
Roommate Concerns	Keli Barrett, Director of Housing *(Student Union Building)*
Student Activities	Romonica Jones, Director of Student Life *(Student Union Building)*
Student Government	Romonica Jones, Director of Student Life *(Student Union Building)*
Student Organizations	Romonica Jones, Director of Student Life *(Student Union Building)*
Student Success Center	Paul Nixon, Director of Student Success *(Student Union Building)*
Tribal Scholarships	Jerami Beard, Financial Aid Specialist *(Student Union Building)*
Veterans Information	Mae Thornton, Assistant Director of Financial Aid *(Student Union Building)*
Warrior Path to Success	Sherrell Brown, WPS Instructor *(Rives Building)*
Warrior Wellness	Romonica Jones, Director of Student Life *(Student Union Building)*
Work Study	Mae Thornton, Assistant Director of Financial Aid *(Student Union Building)*
Yearbook	Amy Thompson, WO-HE-LO Sponsor *(Student Union Building)*

FACULTY CONTACTS

Accounting Administrative	Justin Wilcher
Agriculture	Curt Skipper
Art	Jeffrey Hodges
Associate Degree Nursing	LaShonda Boddie Tamella Busby Meagan Chaney Sharon Davis Christy Dubuisson Lisa Gorgas Donna Hemphill Brandi Keith Dawn Kiker Whitney Phillips Monica Smith Sara Beth Spears Martie Vaughn
Athletics	Brooks Warren
Athletic Training	Caleb Canterbury
Automotive	Greg Holekamp
Biology/Chemistry	Amy Denson Dekota Cheatham
Business Administration	Hannah Smith
Carpentry	James Boykin
Collision Repair	Joseph Griffin
Computer Science	Ken Ethridge
Cosmetology/Instructor	Aubrie Howell
Criminal Justice	Faron Gardner
Culinary Arts	Enoc Reynoso
Dental Hygiene	Curt Skipper
Diesel Equipment	Scott Hale
Early Childhood Education	Sheri Anders Debra Payton
Electrical	John Everett
Engineering	Michael Miles Curt Skipper
Forestry	Curt Skipper
General Engineering	James Wright
Health Information Management	Melani Moseley
Heating & Air Conditioning	Harold Hollingsworth
Information System	Robert Herbert

Liberal Arts	Taylor Harrison Kevin Ryals
Music	Chandler Smith
Music (Instrumental)	Jeffrey Brown
Music (Piano)	Dr. Justin Sharp
Music (Vocal)	Chandler Smith
Occupational Therapy	Curt Skipper
Physical Education	Caleb Canterbury
Physical Therapy	Marshall Van Zijll
Physics	Marshall Van Zijll
Poultry Science	Curt Skipper
Practical Nursing	Theresa Cole Monica Stennis
Precision Manufacturing & Machining	Donald Hardin
Pre-EMT	Dr. Donna Everett
Pre-Medicine	Amy Denson Melani Moseley William Pettis
Pre-Nursing	Dr. Chelsey Vincent
Pre-Optometry	Amy Denson
Pre-Pharmacy	Amy Denson
Pre-Respiratory Therapy	
Pre-Veterinary Medicine	Amy Denson
Psychology	Stacie Ware
Secondary Education	Melandy Henry
Sociology	
Sports Medicine	Caleb Canterbury
Surgical Technology	LeAnn Shirley Kristie Pilgrim
Welding & Cutting	Jake Boatner
Wildlife & Fisheries Science	Curt Skipper

ACCEPTABLE USE OF COLLEGE COMPUTER RESOURCES AND NETWORKS

East Central Community College seeks to provide computer resources, computer networks, and information technology for the students, faculty, staff, and administration at a level that enhances student success, teaching and learning, and productivity. It is the responsibility of the users of computers and networks to act in a manner consistent with the rights of all other users. To that end, the College promotes the following policies and procedures.

- Electronic information is volatile, easily reproduced, and easily vandalized. Respect for the work and personal expression of others is critical. Further, one should never publish anything on computer networks that they are unwilling to have made public. Users must never access, use, or edit files for which they do not have authorization.
- Technology Management monitors the College's network. Security and management considerations require that the networks be open for review and maintenance. Users of the network can assume that any material transferred through and/or stored on College network or storage infrastructure is public information and should act accordingly. There should be no expectation of privacy by the user of College servers, workstations, or network equipment. The College may delete or deliver contraband (illegal materials) discovered on College computer equipment to legal authorities without permission from or notification of the assigned user.
- Technology Management filters access to the Internet. Requests to either block or allow a particular Internet site should be made in the following fashion: requests that are instructional in nature should be made to the division chair and then forwarded to the Executive Vice President for approval. Requests that are non-instructional in nature should be made to the respective Vice President for approval. Approved requests will be forwarded to Technology Management. Any questions or concerns related to blocking or allowing access to websites using the College's network should be presented to the College President.
- The College's computers and networks are provided for official business and for the purpose of fulfilling the mission of the College. Users shall access only those files and data for which they have authorization. Official records accessed online via the College's ERP/SIS or over any other College information medium by administrators, faculty, and staff at East Central Community College are exclusively for College business, are intended strictly for appropriate College personnel, and must not be used for any other purpose or disclosed to parties, on or off campus, except as delineated in Policy 816. Users shall protect his/her personal computer(s) from authorized use and safeguard his/her user-IDs and passwords.
- Private and/or commercial uses of the College's computers or networks and work conducted for personal gain or profit will not be allowed.
- Employees should not use the college network to take courses over the Internet during normal working hours. Should employees have a legitimate need to use the college network to take courses for credit from a source other than East Central Community College or the Mississippi Virtual Community College, permission should be obtained from their Vice President prior to enrollment.
- At no time shall a computer user engage in illegal or immoral activities on the College's networks. Examples of these activities include the transmission of defrauding, obscene, threatening, violent, or unlawful materials. In addition, the distribution of copyrighted materials over the College network without the permission of the copyright owner is prohibited - this includes the file sharing of copyrighted digital files or the long-term storage of same or transfer to portable media. The College may delete such files within its infrastructure without permission from the assigned user.
- Publication of annoying, harassing, or intimidating messages on the networks will not be allowed.
- Using the College or state networks to advocate personal political positions will not be allowed.
- Computer or network users are not allowed to circumvent system security measures, modify the computer system or software, install invasive software such as "worms" or "viruses," or install pirated software on the College's computers or networks.
- Users are not allowed to remove hardware, data, software, manuals, supplies, etc. from the College's computing sites without proper authorization.
- Anyone who knowingly violates the principles outlined in this policy will be subject to appropriate disciplinary action.

SUMMARY OF FALL & SPRING SEMESTER EXPENSES
FULL-TIME STUDENTS

(ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE)

EAST CENTRAL COMMUNITY COLLEGE

2026-2027
FEES & EXPENSES
*Per Semester**

With You In Mind

FULL-TIME ENROLLMENT

FEES	DORMITORY STUDENT *(5-Day Meal Plan)*	DORMITORY STUDENT *(7-Day Meal Plan)*	DAY STUDENT	OUT OF STATE STUDENT *(5-Day Meal Plan)*	OUT OF STATE STUDENT *(7-Day Meal Plan)*
Matriculation [1]	$1,880.00	$1,880.00	$1,880.00	$1,880.00	$1,880.00
Technology Fee	200.00	200.00	200.00	200.00	200.00
Registration Fee [2]	50.00	50.00	50.00	50.00	50.00
Publication Fee	20.00	20.00	20.00	20.00	20.00
Activity Fee	45.00	45.00	45.00	45.00	45.00
Room Fee [3]	950.00	950.00		950.00	950.00
Board	1,190.00	1,440.00		1,190.00	1,440.00
Washer/Dryer Fee	25.00	25.00		25.00	25.00
Course Material Fee	450.00	450.00	450.00	450.00	450.00
Out-of-State Fee [4]				1,050.00	1,050.00
Total	**$4,810.00**	**$5,060.00**	**$2,645.00**	**$5,860.00**	**$6,110.00**

[1] Part-time credit hour rate of $170.00 will be charged for all semester credit hours above 24.

[2] Registration Fee is non-refundable.

[3] Room Fee for Leake Hall is $850.00. *(Room fees are non-refundable once a student moves into the dorm).*

[4] Out-of-State Fee of $70.00 will be charged for all semester credit hours above 24 in addition to part-time rate.

PART-TIME ENROLLMENT

FEES	PRICE PER HOUR
Tuition	$170.00 per credit hour
Out of State Fee	$70.00 per credit hour
Technology Fee	$15.00 per credit hour ($200 max)
Registration Fee	$5.00 per credit hour ($50 max)
Publication Fee	$2.00 per credit hour ($20 max)
Activity Fee	$4.00 per credit hour ($45 max)
Course Material Fee	$37.00 per credit hour ($450 max)

OTHER REQUIRED FEES

FEES	PRICE
ID Fee	$15.00
Parking Permit Fee	$10.00
Online Course Fee	$40.00 per course
Lab Fee	$20.00 per course

***Fees are subject to change without notice.**

CAREER & TECHNICAL PROGRAM FEES

Automation & Control	$80.00	Criminal Justice	$50.00	Information Systems	$250.00
Automotive	$175.00	Culinary Arts	$250.00	Precision Machining	$200.00
Business	$85.00	Diesel	$175.00	Welding	$250.00
Carpentry	$150.00	Electrical	$95.00	Practical Nursing	$1,500.00**
Early Childhood Dev.	$90.00	Engineering	$225.00	ADN	$2,000.00**
Collision Repair	$225.00	HVAC	$130.00	ADN Accelerated	$2,500.00**
Cosmetology	$250.00	Marketing	$100.00	Surgical Tech	$750.00**

**Nursing Course fees are charged in lieu of the normal Course Material Fee based on course in addition to Matriculation & Career and Technical Program fee.

Full-time students are defined as students enrolled in 12 semester credit hours or more. Students who enroll in and maintain enrollment in 12 to 24 credit hours will pay the full-time matriculation/tuition rate as published in the College Catalog or its revision for the fall or spring semester. Students who enroll in and maintain enrollment in excess of 24 hours will be charged the full-time rate plus part-time rate of $170 per credit hour for those hours in excess of 24 credit hours ($240 per credit hour for out-of-state and out-of-country students).

NOTE: Enrollment in courses requires students to purchase textbooks, eBooks, and/or other instructional materials.

Full-time, out-of-state and/or out-of-country students will pay an additional out of state fee of $1,050 each semester on or by the first day of classes that is non-refundable ($2,930 total tuition each semester for full-time out-of-state and/or out-of-country students).
*Monthly payment plans will be available for Fall, Spring, and Summer semesters.

SUMMARY OF SUMMER SEMESTER EXPENSES

Students enrolled for summer session classes will pay the College's part-time credit hour rate as published in the College Catalog, or its revision, regardless of the number of credit hours enrolled, unless they are enrolled in a twelve-month Career Technical Education or Healthcare Education program listed in the College Catalog. These programs include but may not be limited to Cosmetology; Practical Nursing; Practical Nursing Bridge; Surgical Technology. Students enrolled in a twelve-month Career Technical Education or Healthcare Education program may be charged the full-time matriculation/tuition and fees rate for the summer session as published in the College Catalog or its revision.

REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

- Part-time students will not be granted tuition refunds after the first-class meeting.
- Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.
- Meal plan refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.
- The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a prorate basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed, and the refund must be requested.

STUDENT ACCOUNTS

Payments of student's expenses may be made by cash, check, credit card (Visa, Master Card), or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The college will keep money or other valuables in its vault on request. There will be a charge of $25.00 for all checks returned as NSF or Stop Payment. The student will be responsible for any collection fee charges should the account be referred to collections.

STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office
East Central Community College
P. O. Box 129
Decatur, MS 39327
Telephone: (601) 635-6326

FINANCIAL AID PROGRAMS

FEDERAL AND STATE PROGRAMS - Funding for these programs is provided by the federal and state governments.

FEDERAL PELL GRANT - Federal Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a foundation for financial aid, to which aid from other federal and non-federal sources may be added. An undergraduate student who does not have a first bachelor's degree and who is enrolled in an eligible program may apply for a Pell Grant.

To determine a student's eligibility for the grant, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information reported on the application for a Pell Grant. The formula calculates a Student Aid Index (SAI). The FAFSA Submission Summary contains this number and will tell whether a student is eligible for a Pell Grant. Awards for the academic year will depend on program funding. How much a student gets will depend on the Student Aid Index (SAI), the cost of education at East Central, whether a student is a full-time or part-time student, and how long a student will be enrolled in the academic year. Within 3-5 business days after submitting the Free Application for Federal Student Aid (FAFSA), a student will be sent the FAFSA Submission Summary by Federal Student Aid. Once the valid FAFSA Submission Summary is received electronically by our Institution, the Financial Aid Office will then be able to determine a student's eligibility and the amount of the Pell Grant. A Pell Grant is classified as gift aid; therefore, it does not have to be repaid.

STATE OF MISSISSIPPI TUITION GRANTS - All Mississippi Tuition Grants and scholarships can be reviewed at msfinancialaid.org. The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents: The Mississippi Resident Tuition Assistance Grant (MTAG) and the Mississippi Eminent Scholars Grant (MESG). The FAITH Scholarship was created by the Mississippi Legislature in 2022 – the Representative Bill Kinkade Fostering Access & Inspiring True Hope (FAITH) Scholarship awards scholarships up to full cost of attendance for current and former foster youth to attend college in Mississippi. Online applications which must be completed and submitted by September 15, or the deadline established each year by the Institutions of Higher Learning, are required to apply for these grants. The HELP Grant program was added in 1999 for students based on financial need and other requirements. The HELP online application must be completed and submitted by March 31.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) - The Supplemental Educational Opportunity Grant provides grant funds for undergraduate students who have not completed their first undergraduate degree and who are financially in need of this grant to enable them to pursue their education. SEOG funds must be awarded first to students with exceptional financial need and priority must be given to Pell Grant recipients. At East Central these grants generally are awarded in amounts ranging from $200 - $600. Like other grants, the SEOG does not have to be repaid.

WORK-STUDY - East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students who need a job to help pay for their education may be eligible for part-time employment under the federally supported work-study program. Funds for the federal program are limited, and students must demonstrate financial need. East Central offers limited part-time employment for students who do not demonstrate financial need.

RESIDENT ASSISTANT (RA) – Resident Assistants (RA) are live-in, part-time student staff. RAs are responsible for the administration and implementation of the student development program in a residential community. Under the supervision of a Dormitory Supervisor and/or Director of Housing, RAs perform various functions. Although the general functions of all RAs are the same, the way functions are implemented may vary according to the specific residence hall assignment. Compensation for the performance of duties by an RA is the cost of a room located in the residence hall he/she assists.

INSTITUTIONAL SCHOLARSHIPS – East Central Community College is committed to providing financial resources and assistance to students based on excellence in scholarship, performance, and/or service. As such, the College provides Institutional Scholarships to eligible full-time students. Institutional Scholarships are comprised of five (5) major categories of awards: (A) Scholastic-Based Scholarships; (B) Performance- and/or Service-Based Scholarships; (C) Athletic Scholarships; (D) the Employee Tuition Waiver Scholarship; and (E) Non-Traditional Student Scholarships. Two Institutional Scholarships –Age 65 Plus Tuition Scholarship; and First Course Tuition Free Scholarship - may allow a student to enroll as a part-time student and receive the scholarship. Effective Fall 2024, the College will set a cap of $4,730 per semester for Institutional Scholarships received from these 5 categories for in-state students and a cap of $5,780 per semester for Institutional Scholarships received from these 5 categories for out-of-state students. The scholarships are only available in the fall and/or spring semesters unless noted in the scholarship description.

A. SCHOLASTIC-BASED SCHOLARSHIPS

ACHIEVEMENT RECOGNITION SCHOLARSHIPS - Achievement Recognition Scholarships will be awarded to individuals who receive honors such as the following: Miss East Central Mississippi, Miss Hospitality, Miss Newton County, Choctaw Indian Princess, Distinguished Young Women winners, Miss Neshoba County, Miss Morton, etc. If you have received an honor such as this and it is not listed, please contact the Director of Financial Aid to determine if you are eligible. Effective Fall 2018, a scholarship in the amount of $1,000 will be awarded to those eligible who enroll as full-time students at East Central Community College the fall semester immediately following high school graduation or the first regular semester after having received the High School Equivalency (HSE). The scholarship will be available to the student for four (4) consecutive semesters provided the student maintains a cumulative 3.0 or higher-grade point average (GPA). Any student who does not maintain the required cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 GPA or higher after the following semester if it is within their original number of consecutive semesters for which they were awarded.

ACT SCHOLARSHIPS - Effective Fall 2018 for incoming freshmen, the ACT Scholarships listed below will be available to any student who enrolls full-time at East Central Community College the fall semester immediately following high school graduation or the first regular semester after having received the High School Equivalency (HSE). Exceptions to the matriculation expectation may be considered on appeal in the event of extenuating circumstances. The ACT Scholarship will be available to the student for four (4) consecutive semesters provided the student maintains a cumulative 3.0 or higher grade point average (GPA). Any student who does not maintain the required cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 or higher GPA the following semester if it is with their original number of consecutive semesters for which they were awarded. Students who meet all eligibility requirements and are interested in receiving this scholarship must submit their ACT scores to the Office of Admissions.

ACT Composite (20-23) Dean's Award: A scholarship in the amount of one-half in-state tuition will be awarded each semester to the eligible student.

ACT Composite (24-28) President's Award: A scholarship in the amount of in-state tuition will be awarded each semester to the eligible student.

ACT Composite (29-36) Board of Trustees' Award: A full scholarship in the amount of in-state tuition, 7-day meal plan and housing will be awarded each semester to the eligible student.

CAREER & TECHNICAL EDUCATION SKILLS SCHOLARSHIP -These scholarships are available in the skill areas which are part of programs offered at East Central. To receive an FBLA, SkillsUSA, HOSA, DECA, FFA, or TSA Skills Scholarship the student is expected to enroll as a full-time student at East Central Community College the fall semester immediately following his/her high school graduation. Exceptions to the matriculation expectation may be considered on appeal in the event of extenuating circumstances. To be eligible for this scholarship, the student must graduate from an accredited public or private high school or an ECCC-recognized home school. A "graduate" is defined as an individual who has earned a regular high school diploma, occupational diploma, career-pathways diploma, or who has completed a course of study from an ECCC-recognized home school.

Students who meet the criteria above may be awarded one of the following scholarships:

1. A scholarship of one-half in-state tuition per semester for four (4) semesters will be awarded to the first-place winners in the skill contest from the District SkillsUSA Mississippi competition, District HOSA competition, District DECA Competition, District FFA Competition, and District TSA Competition.
2. A scholarship in the amount of in-state tuition per semester for four (4) semesters will be awarded to the first-place winners in the skills contest from the State SkillsUSA Mississippi Competition, State FBLA Competition, State HOSA Competition, State DECA Competition, State FFA Competition, and State TSA Competition.
3. A full scholarship (in-state tuition, room and board) per semester for four (4) semesters will be awarded to the first-place winners in the skills contests from the National High School SkillsUSA Competition, National FBLA Competition, National HOSA Competition, National DECA Competition, National FFA Competition, and National TSA Competition.
4. A scholarship in the amount of in-state tuition per semester for two (2) semesters will be awarded to current ECCC students who win first place in State SkillsUSA or PBL competitions and compete at the national level. These scholarships will be valid only for the year following the state competitions.
5. A full scholarship (in-state tuition, room and board) scholarship per semester for two (2) semesters will be awarded to current ECCC students who win first place in National SkillsUSA or PBL competitions. These scholarships will be valid only for the year following the national competitions.

The aggregate amount of multiple district and state awards will be capped at full in-state tuition per semester, and multiple national awards capped at full in-state tuition, room & board. To retain the Career & Technical Education Skills Scholarship, a student must maintain a cumulative 3.0 or higher-grade point average (GPA). Any student who does not maintain a cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 or higher GPA after the following semester if it is within their original number of consecutive semesters for which they were awarded.

CAREER & TECHNICAL EDUCATION LEADERSHIP SCHOLARSHIP - This scholarship is available to students that have demonstrated leadership abilities in their high school career-technical programs. To receive a Career & Technical Education Leadership Scholarship, the student must enroll full-time at East Central Community College the fall semester immediately following high school graduation. Exceptions to the matriculation expectation may be considered on appeal in the event of extenuating circumstances. To be eligible for this scholarship, the student must graduate from an accredited public or private high school or an ECCC-recognized home school. A "graduate" is defined as an individual who has earned a regular high school diploma, occupational diploma, career-pathways diploma, or who has completed a course of study from an ECCC-recognized home school. The graduate must reside in one of the five counties served by ECCC (Leake, Neshoba, Newton, Scott, or Winston).

A scholarship of one-half in-state tuition per semester for four (4) semesters may be awarded to the outstanding senior student from each Cluster Area of the six career/technical centers in the East Central Community College District. The recipient will be selected by the Director of Career & Technical Education and teachers at each center in consultation with East Central's administrative team and instructors.

To retain the Outstanding Student Scholarship, a student must maintain a cumulative 3.0 or higher-grade point average (GPA). Any student who does not maintain a cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 or higher GPA. the following semester if it is within their original number of consecutive semesters for which they were awarded.

SALUTATORIAN SCHOLARSHIPS - Effective Fall 2018 for incoming freshmen, a scholarship in the amount of $500 per semester will be available to the salutatorians of Mississippi high schools who enroll full-time at East Central Community College the fall semester immediately following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Salutatorian Scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a cumulative 3.0 or higher grade point average (GPA) each semester. Any student who does not maintain a cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 or higher GPA after the following semester if it is within their original number of consecutive semesters for which they were awarded.

STAR STUDENT SCHOLARSHIPS - Effective Fall 2018 for incoming freshmen, a scholarship in the amount of $1,000 will be available to the Star Students of Mississippi high schools who enroll full-time at East Central Community College the fall semester immediately following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Star Student Scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a cumulative 3.0 or higher grade point average (GPA) each semester. Any student who does not maintain a cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 or higher GPA after the following semester if it is within their consecutive semesters for which they were awarded.

VALEDICTORIAN SCHOLARSHIPS - Effective Fall 2018 for incoming freshmen, a scholarship in the amount of $1,000 will be available to the valedictorians of Mississippi high schools who enroll full-time at East Central Community College the fall semester immediately following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Valedictorian Scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a cumulative 3.0 or higher-grade point average (GPA) each semester. Any student who does not maintain a cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 or higher GPA after the following semester if it is within their consecutive semesters for which they were awarded.

B. PERFORMANCE - &/OR SERVICE-BASED SCHOLARSHIPS

ART SERVICE SCHOLARSHIPS - The Art Department awards up to twelve (12) art service scholarships per semester in the amount of one-half in-state tuition to full-time students majoring in art who meet the established criteria. Recipients must:

1. Declare art as their major,
2. Enroll as full-time students,
3. Maintain a cumulative 3.0 or higher GPA, and
4. Submit a portfolio of five (5) works.

These scholarships are service based. Therefore, to receive this scholarship, recipients will be required to provide service to the College. These services include but are not limited to: (a) Assisting with set designs for the dinner theater and musical productions; (b) Designing layouts for art shows, drama productions or the like; and/or (c) Serving as studio assistants for all art courses and performing the following tasks: cleaning, organizing, and monitoring the students' use of the spaces.

BAND SCHOLARSHIPS - The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by an audition for marching band, concert band, jazz band, and Centralettes. Scholarship amounts vary depending upon participation in the various groups.

CHEERLEADER SCHOLARSHIPS - Cheerleader Scholarships are awarded to up to sixteen (16) full-time students who are selected by a committee. The amount of each scholarship is the cost of in-state tuition per semester.

COLLEGIANS SCHOLARSHIPS – Collegians Scholarships are awarded to up to twenty-four (24) full-time students for Instrumental, Vocalist, and Technician positions following an audition at the beginning of the Fall semester. The amount of each scholarship is the cost of in-state tuition per semester.

MUSIC SCHOLARSHIPS - Music scholarships are awarded in the following areas:

Music Majors: Scholarships are awarded to eight (8) full-time vocal and instrumental majors who demonstrate exceptional abilities each year, if they meet the criteria established by the department. The amount of each scholarship is the cost of in-state tuition per semester. To be eligible for this scholarship, recipients must:

1. Declare music as their major,
2. Audition before the music faculty,
3. Enroll as full-time students,
4. Maintain a 3.0 grade point average.
5. Perform as a member of a major performing group on campus (i.e., Band, Collegians, VOCE' or Choir etc.).

EC Listening: The Choral Department awards fourteen (14) scholarships to full-time students who are selected, through audition, to sing with the EC Listening', a small vocal ensemble. The amount of each scholarship is the cost of in-state tuition per semester.

Concert Choir: A maximum of seventy (70) scholarships are awarded to full-time students who are members of the concert choir. The amount of each scholarship is one-half the cost of in-state tuition per semester.

WO-HE-LO SCHOLARSHIPS - WO-HE-LO Scholarships are awarded to the editor and the assistant editor of the College's yearbook. The editor will be awarded an in-state tuition scholarship, and the assistant editor will be awarded a one-half in-state tuition scholarship during the semesters that the students hold the positions of editor or assistant editor and enroll full-time.

ATHLETIC TEAM AND DEPARTMENT MANAGERS - A manager for an athletic team at East Central Community College (ECCC) performs traditional managerial duties related to equipment, laundry, hydration, etc., as assigned by the head coach and/or assistant coach. Scholarships are awarded to full-time students selected for these positions by the head coach of each sport. The number of athletic team managers and scholarship amounts for athletic team managers vary dependent upon the sport and assigned responsibilities. A manager for the Athletic Department at ECCC performs various duties to assist all sports as assigned by the Director of Athletics.

C. ATHLETIC SCHOLARSHIPS

ATHLETIC SCHOLARSHIPS - All Athletic Scholarships are awarded by the respective coaches in baseball, basketball, football, golf, soccer, tennis, and women's softball. The student-athlete must meet the eligibility requirements of East Central Community College, the Mississippi Association of Community Colleges Conference (MACCC) and the National Junior College Athletic Association (NJCAA). The scholarships are awarded in whole dollar amounts up to a full scholarship, to include tuition, fees, room, and board for the Division I Sports of basketball and football. For the Division 2 sports of baseball, golf, soccer, tennis and women's softball, scholarships are awarded each semester in whole dollar amounts up to the amount of tuition and fees.

D. EMPLOYEE TUITION WAIVER SCHOLARSHIP

EMPLOYEE TUITION WAIVER SCHOLARSHIPS - All full-time employees and members of their immediate families (spouses, never-married sons and daughters who live at the home of the employee under the age of 24), or surviving unmarried minor children (under the age of 24) of a full-time employee who dies while under contract to the College, may be given a scholarship covering the cost of in-state tuition while attending East Central Community College. These employee-dependent scholarships will not exceed the equivalent of six semesters and four summer sessions per individual. This policy applies only to in-state tuition and does not include fees or costs of textbooks or special supplies and does not apply to dual credit, special summer camps or special interest programs for children under college age. For full-time employees of the College who enroll in credit courses, this policy applies to tuition, I.D. fee, technology fee, activity fee, publication fee, online fee, course/lab fee, and registration fee.

E. NON-TRADITIONAL STUDENT SCHOLARSHIPS

AGE 65 PLUS TUITION SCHOLARSHIP - A scholarship in the amount of in-state tuition will be available for any adult 65 years of age or older who enrolls at East Central Community College either as a full-time or part-time student. The recipient will be required to meet admission requirements and will be responsible for all other applicable fees. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Vice President of Student Services & Enrollment Management for eligibility to be verified.

CAREER & TECHNICAL EDUCATION NON-TRADITIONAL GENDER SCHOLARSHIPS - These scholarships are available in non-traditional gender programs, as specified by Federal Guidelines, for which the scholarships are awarded. One scholarship in the amount of one-half in-state tuition will be presented to two students enrolled full-time in each program that is classified as non-traditional gender each fall. To receive the scholarship, the student must be enrolled in a non-traditional gender program. The student must enroll full-time at East Central Community College in the fall semester immediately following high school graduation and continue in the non-traditional program. The scholarship will be available for four (4) consecutive semesters if the student meets all other requirements.

To retain the non-traditional gender scholarship, the student must maintain a cumulative 3.0 or higher-grade point average (GPA) each semester and remain in the non-traditional specified program. Any student who does not maintain a cumulative 3.0 GPA or withdraws from the non-traditional specified program will be removed from the scholarship. The scholarship may be reinstated if the student earns a cumulative 3.0 GPA the following semester and returns to the non-traditional specified program upon the recommendation of the CTE Director of his/her designee.

Recipients will be chosen by a committee composed of the Director of Career & Technical Education, an Instructional Counselor, and an instructor in the Career & Technical Education area. The Director of Career & Technical Education will be responsible for notifying qualified high school students regarding the availability of scholarships.

FIRST COURSE TUITION FREE SCHOLARSHIP - East Central Community College provides a scholarship to encourage adults who have not attended college to enroll. Any adult in the ECCC five-county district registering as a part-time student, who has not previously enrolled in college, and who otherwise meets requirements may take the first college credit course tuition free at any location in the district. The student will be responsible for any applicable fees.

For purposes of this scholarship, an adult is anyone 21 years of age or older who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The tuition scholarship will be awarded for the first course only. To receive the scholarship, the student must complete a scholarship application from and submit it to the Vice President of Student Services & Enrollment Management for the student's eligibility to be verified.

NON-TRADITIONAL STUDENT TUITION SCHOLARSHIP FOR FULL-TIME STUDENTS — The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older at the time of initial enrollment and who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first fifteen semester hours earned as either a part-time or full-time student at East Central. To be eligible, a recipient:

1. Must enroll as a full-time academic or technical student on the Decatur campus.
2. Must have earned all previous college credit as a student at East Central.
3. Must have earned a minimum of 15 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College.
4. Must have demonstrated the capacity and a strong desire to obtain a college education by maintaining a 3.0 GPA or higher for each previous semester at East Central.
5. Must complete a scholarship application form and submit it to the Financial Aid Office; and,
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Appeals Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for in-state tuition only. Any student awarded the nontraditional student scholarship must maintain a cumulative 3.0 or higher-grade point average (GPA) each semester and must remain enrolled as a full-time student to retain the scholarship. Any student who does not maintain a cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 or higher GPA after the following semester if it is within their consecutive semesters for which they were awarded.

SECTION II: FINANCIAL AID POLICIES

EAST CENTRAL COMMUNITY COLLEGE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
Effective Date - Fall 2024

According to federal regulations, students must meet Satisfactory Academic Progress (SAP) standards in order to be eligible for federal Title IV financial aid. Federal Title IV financial aid consists of the following programs at East Central Community College:

Federal Pell Grant
Federal Supplemental Educational Opportunity
Grant (FSEOG) Federal Work-Study (FWS)

To meet SAP at East Central Community College, students receiving federal Title IV financial aid must maintain satisfactory progress in grade point average, percentage of hours passed and length of attendance in completing a certificate or degree in the academic, technical or career/ vocational programs of study.

Pace and GPA

SAP will be measured according to the following criteria:

Cumulative Credit Hours Attempted*	Cumulative Grade Point Average (GPA)**	Percentage of Credit Hours Passed*
1 – 30	1.5	66.7%
31– 59	1.75	66.7%
60 and above	2.0	66.7%

**All attempted classes will count in hours attempted (for example - including classes from which the student withdrew – Grade "W" and repeated courses).*

***Students with a repeated course will have the highest grade (other than W) count in the GPA calculation.*

SAP will be measured according to the following criteria for clock hours per payment period:

GPA	Percentage of Clock Hours Passed
2.0	66.7%

Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the length of the program. All courses, including, but not limited to, withdrawals, repeated and accepted transfer hours from another college will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Other Required Considerations

All coursework for students will be included in the SAP review including any semesters that students did not receive financial aid.

Incompletes: A grade of "I" incomplete will count as an "F" in the hours attempted, hours passed and GPA calculations. Once the incomplete is removed, the actual grade earned will be used.

Repeats: All repeated classes will count in hours attempted and hours passed calculations. The highest grade for a repeated class (other than "W") will count in the GPA calculation.

Transfers: All transfer credits accepted from other colleges will count in hours attempted, hours passed and GPA calculations.

Withdrawals: Students may withdraw from a class and receive no credit with a grade of "W." Classes from which students withdraw will count in the hours attempted and hours passed calculations. Classes from which students withdraw will not be included in the GPA calculation.
Developmental courses: These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

SAP Examples

1. A first-year student attempts 15 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 11 hours (15 hours attempted X 66.7%) with at least a 1.5 cumulative GPA and at the end of the spring semester the student must have passed 21 hours (30 hours attempted X 66.7%) with at least a 1.5 cumulative GPA.
2. A returning student attempted 31 hours in prior semesters and now has completed 12 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 29 hours (43 hours attempted X 66.7%) with at least a 1.75 cumulative PA and at the end of the spring semester, the student must have passed a total of 39 hours (58 hours attempted X 66.7%) with at least a 1.75 cumulative GPA.
3. A student must complete the program of study (major) in the 150%-time frame. 60-hour program (60 hours X 150% = 90 hours)50-hour program (50 hours X 150% = 75 hours)
4. A clock hour student has enrolled for a payment period containing 500 clock hours. At the end of the payment period, the student must have completed 334 clock hours (500 x 66.7%) with at least a 2.0 GPA.

Review of Standards

Federal regulations require that SAP standards must be checked each award year to determine if students are progressing toward completing a degree or certificate.

Consequences of Not Meeting Standards/Regaining Eligibility

Students who do not meet the SAP standards at the end of the semester will be placed on financial aid warning for the next semester. During the warning semester, a student will continue to be eligible for financial aid. Upon completion of the warning semester, a student who does not meet the SAP standards will be suspended and will not be eligible to receive federal financial aid.

Students who are on SAP suspension will be ineligible to receive financial aid and will remain ineligible until the standards are achieved. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Students on financial aid suspension may attend ECCC if they are not also on academic suspension. Students who have been suspended from receiving financial aid because of the failure to meet the SAP standards have the right to appeal. Students may regain eligibility for financial aid by meeting the standards in a subsequent semester or through a successful appeal.

Financial Aid Appeal Procedures

Students who have been suspended from receiving Title IV financial aid may appeal based on mitigating circumstances including but not limited to illness, injury, death of an immediate family member, undue hardships or other such circumstances beyond the student's control. To request an appeal, students must complete the Financial Aid SAP Appeal Form, which is available in the ECCC Financial Aid Office or online at www.eccc.edu/financialaid. The form must be submitted to the Financial Aid Office including an explanation in detail 1) the reason that the student has not been able to meet the SAP standards and 2) what in the student's situation has changed. Students are encouraged to provide documentation such as a letter from a doctor, an accident report, etc. to support the request. Students who are approved through an appeal will be allowed to receive Title IV financial aid if otherwise eligible by 1) being placed on probation for one semester only in certain limited situations or 2) being placed on an individualized academic plan with requirements that the student must meet to continue to be eligible. Students who are not approved through an appeal will not be eligible to receive Title IV financial aid.

The appeal requests will be reviewed by the Financial Aid Appeal Committee. Students will be notified in writing via email of the Committee's decision.

INSTITUTIONAL PROGRAMS -- The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must during a semester earn a term GPA of at least 1.5. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the College; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.
2. To retain the following scholarships: Achievement Recognition; ACT; Career & Technical Education (CTE) Skills; CTE Leadership; CTE Non-Traditional Gender; Non-Traditional Student Tuition Scholarship for Full-Time Students; Salutatorian; Star Student; and/or Valedictorian; a student must maintain a cumulative 3.0 or higher-grade point average (GPA) each semester. Any student who does not maintain the required cumulative 3.0 GPA and is removed from the scholarship, may have the scholarship reinstated by earning the required 3.0 GPA the following semester provided the scholarship is for four (4) consecutive semesters. See Financial Aid Programs for further eligibility requirements.
3. East Central Community College is committed to providing financial resources and assistance to students based on excellence in scholarship, performance, and/or service. As such, the College provides Institutional Scholarships to eligible full-time students. Institutional Scholarships are comprised of five (5) major categories of awards: (A) Scholastic-Based Scholarships; (B) Performance and/or Service-Based Scholarships; (C) Athletic Scholarships; (D) the Employee Tuition Waiver Scholarship; and (E) Non-Traditional Student Scholarships. Two Institutional Scholarships – Age 65 Plus Tuition Scholarship; and First Course Free Scholarship – may allow a student to enroll as a part-time student and receive the scholarship. Effective Fall 2024, the College will set a cap of $4,730 per semester for Institutional Scholarships received from these 5 categories for in-state students and a cap of $5,780 per semester for Institutional Scholarships received from these 5 categories for out-of-state students. Institutional scholarship funds, with the exception of athletic scholarships, may be used for book costs if funds remain after all other charges on a student's account are covered.

These scholarships are available in the fall and/or spring semesters unless noted in the scholarship description.

AWARD NOTIFICATION

Students who complete the financial aid application requirements and who provide all required forms by April 1 will be notified regarding their financial aid awards, normally, by the end of July. Requests for information and award letters will be mailed and/or emailed to the address listed on the student's financial aid application.

FINANCIAL AID APPLICATION REQUIREMENTS

1. New and transfer students must also complete an Application for Admission to East Central Community College. Transfer students must submit all previous college transcripts as required by the Admissions policy.
2. Complete the Free Application for Federal Student Aid (FAFSA).
   a. Complete the FAFSA by choosing one of three filing methods.
   Method 1: Apply online with FSA ID for students (and parent if required) at https://studentaid.gov (select Apply for Aid then Complete the FAFSA - recommended method
   Method 2: Download and print a PDF FAFSA at https://studentaid.gov (select Apply for Aid) then complete and mail
   Method 3: Request a paper FAFSA by calling the Federal Student Information Center at 1-800-433-3243 to complete and mail
   b. List the East Central Community College Code in the "Colleges to Receive Information" section of the FAFSA. (Section 5 online or Step 6 PDF or paper FAFSA)
   EC Federal school code – 002404
   EC Address - PO Box 129, Decatur, MS

c. After the submitted FAFSA has been processed, the FAFSA Submission Summary will be sent by email or regular mail (Note: FAFSA Submission Summary will be sent by email only if an email address is provided on the FAFSA). FAFSA processing time will vary depending upon the filing method: 3 – 5 days for online filers signing with FSA ID # or up to 3 – 4 weeks for online filers who mailed a signature page and for filers who mailed the paper or PDF FAFSA.

d. Review the FAFSA Submission Summary carefully to make sure it is correct and complete. The FAFSA Submission Summary will contain comments from the processors about the student's eligibility and will let students know if additional information is needed. The college may also be required to request additional information such as the U.S. Tax Return Transcript and other documents or forms to complete verification or to review discrepancies on the FAFSA Submission Summary.

3. The priority deadline for applying for financial aid at East Central Community College is April 1 (for the upcoming fall semester). The processed date of the FAFSA (as indicated on the FAFSA Submission Summary) must be on or before April 1 to receive full consideration for financial aid. Additional applications will be accepted and are encouraged after April 1; however, no assurance can be given that funds will be available in all programs. Aid is awarded on a first-come, first-served basis.
4. All students must reapply for financial aid each academic year.

Note: Mississippi students may apply for state-funded programs, which include MTAG, MESG, HELP, and other programs described at the MOSFA (Mississippi Office of Student Financial Aid) website. An online application must be completed by the program deadline and additional information may be required; therefore, students should read the information and instructions provided on the MOSFA website. Contact MOSFA at 1-800-327-2980 or at the following website: www.msfinancialaid.org

CONDITIONS FOR RECEIVING FINANCIAL AID

1. The Financial Aid Office reserves the right on behalf of ECCC to review and revise or cancel an award at any time because of changes in the student's financial or academic status. Students are required to notify the Financial Aid Office regarding any changes in their financial or academic status while attending ECCC.
2. Any commitment of Federal, State, or local funds is contingent upon subsequent Congressional or Legislative appropriation and actual receipt of the funds by ECCC.
3. Recipients of financial assistance from ECCC must notify the Business Office and Financial Aid Office concerning any scholarships or other funds from any outside source.
4. Student eligibility criteria for Federal Aid require that in order to receive financial aid, a student must be making satisfactory academic progress in their course of study. See the ECCC Catalog or Student Handbook for further details on the ECCC Financial Aid Satisfactory Progress Policy.
5. Generally, a student must be enrolled in a minimum of six hours each semester and must be enrolled in a program leading to a degree or certificate to receive federal financial aid. MTAG, MESG and HELP require full time enrollment (15 hours) each semester. Additionally, students may not receive aid from more than one college at the same time.
6. To be eligible for financial aid a student must be a high school graduate or have a GED/HSE. Students who receive a high school certificate or MS Occupational diploma does not meet the high school graduation requirement. Students who do not meet this requirement who are enrolled in approved career pathway programs must meet the minimum requirements on an ability-to-benefit test or have passed at least 6 college credit hours as set forth by the Department of Education.
7. Financial aid funds may be used toward educational expenses, which include matriculation, fees, books, supplies, transportation, meals, housing, and miscellaneous expenses.
8. Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's account at the College and the balance of the award, after the account is cleared, will be disbursed to eligible students at the 55% point of the semester. The 55% point is affected by the beginning date for classes that do not span the entire semester. Adjustments to a student's financial aid may be required for a student who withdraws from school or drops out (cuts out) of school within a semester prior to the 60% point because of refund calculations required by federal regulations. Students who do not complete 60% of the semester will be required to return funds for which the calculation shows they are not eligible to receive.

9. MTAG, MESG and HELP will be disbursed when funds are received from the State of Mississippi. MTAG, MESG and HELP recipients must maintain a minimum of 15 credit hours each semester to be eligible to receive the funds.
10. Students withdrawing during the semester who have received financial assistance will be required to abide by the refund policy governing the programs. It is advised that the student contact the Financial Aid Office before withdrawing
11. Work-Study students:
    a. must meet with their supervisor to establish a work schedule. (Students awarded prior to the beginning of the semester must do this the first week of school; all others immediately after receiving the award.)
    b. must complete an I-9 form and other required forms at the Walter Arno Vincent Administration Bldg., Room 198. Payroll checks will not be issued until the student completes all forms.
    c. will be required at the end of each month to sign a timecard, which shows the number of hours worked that month.
    d. must understand that the amount of the work-study award is based upon the maximum amount the student may earn during the school year.
    e. work study checks will be issued by the Business Office five (5) working days following the end of each month (provided all required payroll forms have been completed, and timecards are submitted in a timely manner).
    f. must read, understand, and agree to the information provided on the job assignment form (enclosed).
12. The Award Letter lists aid from outside sources that is taken into consideration in evaluating the student's financial need. Outside resources are included for the student to verify the accuracy of the amount(s). Report any discrepancies regarding these resources to the Financial Aid Office.
13. Students must reapply for aid each academic year.

WARRIOR WELLNESS CENTER

The Warrior Wellness Center is located on the first floor of the Eddie M. Smith Student Union Building. Hours of operation are Monday – Thursday from 8:00 a.m. to 9:00 p.m. and Friday from 8:00 a.m. to 12:00 p.m.

INTRAMURALS

There are a variety of intramural sports offered throughout the school year. Examples are cornhole, pickleball, flag football, basketball, kickball, wiffleball, sand volleyball, disc golf, soccer, and ultimate frisbee. Students interested in participating in intramural sports can visit https://www.eccc.edu/intramurals or contact Romonica Jones, Director of Student Life, at studentlife@eccc.edu.

WARRIOR TRADING POST

Warrior Trading Post, the college-operated store is in the Eddie M. Smith Student Union Building. School supplies, ECCC branded clothing, and other items may be purchased, using your financial aid if you have a credit balance for the first six weeks of the semester. Hours are Monday – Thursday from 7:30 a.m. to 3:30 p.m., Friday from 7:30 a.m. – 11:30 a.m.

CAMPUS DINING

Students living in the dormitories must purchase a meal plan from the Business Office. The five-day meal plan will include 14 meals (Monday breakfast through Friday lunch). The seven-day meal plan will include 19 meals, (Monday breakfast through Sunday dinner). In the Cafeteria, a meal plan includes unlimited seconds. In the Student Grille, a meal plan includes one entrée, one side and one drink. The Mabry Cafeteria and Student Grille accepts all meal plans, cash and credit cards.

Cafeteria Hours of Operation			
Weekdays		Saturday & Sunday	
Breakfast	7:00a.m. - 8:15a.m.	Brunch	11 a.m. - 1 p.m.
Lunch	10:45a.m. - 1:00p.m.		
Dinner	4:30p.m. - 7:00p.m.(M-W) 4:30p.m. - 6:00p.m. (Thurs. & Fri.)	Dinner	4:30p.m. - 5:30p.m.
Grille Hours of Operation			
Weekdays		Friday-Sunday	
Lunch	10:30a.m. - 1:30p.m. (M-Thurs)	Closed	
Dinner	4:30pm - 6:30p.m. (M-W)	Closed	

CAMPUS ADVERTISING

Approval of signs, posters, and advertisements, which are to be placed on the campus or on any of the College bulletin boards, must be secured in advance from the Vice President of Student Services & Enrollment Management. Do not place signs on glass. Any damage to any surface will be charged to the party responsible.

CAREER INFORMATION

Career information is available in the Career Center. Testing is also available to assist you in clarifying career interests and aptitude. Job announcements are advertised on our webpage, www.eccc.edu/career-center. The Career Center is located on the second floor of the Eddie M. Smith Student Union.

WEEKLY EC NEWS

Important information for students, including student events and activities, lectures, intramurals, varsity sporting events, financial aid, deadlines, cafeteria menu, and much more is included in the Weekly EC News that is delivered to students' email addresses each Monday morning during the academic year. All students are encouraged to read it weekly.

STUDENT SUCCESS CENTER

The Student Success Center provides computer assisted instruction as well as in-person and online tutoring in academic subjects. The Center also provides Admissions and Placement testing. The Accuplacer and ACT Residual are given by appointment on scheduled dates. The Student Success Center is in the Burton Library. Call 601-635-6402 for more information.

HOURS OF OPERATION

Monday – Wednesday▪ 8 a.m. - 7:30p.m. Friday ▪ 8 a.m. - 12 p.m.
Thursday ▪ 8 a.m. - 4 p.m. Saturday ▪ Closed

LIBRARY

Burton Library provides and supports the constituents of East Central Community College with access and user privileges to library collections and other learning/information resources and services consistent with the College's curriculum and appropriate degree level. The library staff makes resources readily accessible and available when and wherever they are needed to enhance and promote the total growth and development of the constituents of the College. The library also provides students with opportunities to learn how to locate, evaluate, and use effectively the needed information (Information Literacy) / materials in a variety of formats regardless of location for educational and life-long learning purposes. The library staff is committed to providing services and resources to meet the library and learning resource needs of its users.

A valid ECCC identification card serves as a library card and must be presented when using the library and some services. Virtual Community College students will be assigned identification cards through the host institution records.

The use of tobacco products and cell phones is prohibited in the library. No food or drink, including bottled water, is permitted in the library.

Hours of Operation - Academic School Year

Monday – Wednesday	7:30 a.m. - 7:30 p.m.
Thursday	7:30 a.m. - 4 p.m.
Friday	7:30 a.m. - 12 p.m.
Sunday	6 p.m. - 8 p.m.

Hours of Operation - Summer Session

Monday-Thursday	7:30 a.m. - 3:30 p.m.
Friday	7:30 a.m. - 12 p.m.

**Inclement weather conditions may affect library hours. Hours may vary during holidays.*

Some library resources and services are accessible via the Internet by accessing East Central Community College's web page, then clicking on Library: www.eccc.edu. Complete information for the library is available in the Burton Library Handbook and the library web page at www. eccc.edu/library.html

LOST AND FOUND

Anyone who has lost items should contact the Campus Police (601-635-6268). Any articles found should be brought to the Campus Police office.

MEDICAL EMERGENCIES

For medical emergencies call 911.

STUDENT MAIL

To receive mail on campus, you must pay your rental fee at the Business Office and bring your receipt to the Director of Student Life. The cost is $25.00 for two semesters or $13.00 for one semester. Student mailboxes are located on the first floor of the Eddie M. Smith Student Union Building. Mail sent to the College to students who have not rented a mailbox will be returned. All addresses must conform to the following format:

ECCC John Doe
P. O. Box 129
Decatur, Mississippi 39327

TELEPHONE CALLS

All telephone calls to dormitory students should be made to the dormitories or the dormitory supervisor's office. Calls that are not of an emergency nature should not be made to the dormitories after midnight. Emergency calls to the students after hours should be made to the women's dormitory supervisor for Barber Hall 601-635-6459 or for Stewart Hall 601-635-6351. For the Male Dorms, or for other emergencies, please call Campus Police (601-527-8939) or Mr. Johnny Martin, Police Chief (601-227-1775).

TENNIS COURTS

The tennis courts are available for student use from 8:00 am until 9:00 pm. The lights are automatically turned on throughout fall and spring during the evening hours. On weekends, only Courts 1 – 4 are available for use. Courts will be unavailable during tennis events, tournaments, and team practices.

ADVISING AND CAREER COUNSELING

East Central Community College is totally committed to providing the service of professionally trained guidance personnel to all its students. The purpose of the guidance program is to provide students professional assistance in deciding academic, career, technical, and personal questions, especially as they involve their college life.

Faculty members serve as academic advisors in their area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the advisors. Students are urged to keep in touch with their Advisor on matters pertaining to their educational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited. Students with disabilities should contact the Director of Student Success for possible accommodation.

Faculty members serve as instructional advisors in their fields. Instructional advisors are selected from the teaching faculty according to curricula and are qualified to assist the student in his/her educational career planning. Students are urged to keep in touch with their advisors on matters pertaining to their educational or vocational careers. Each student is aided in choosing a vocation and pursuing the curriculum that is best suited for him/her.

CLASSIFICATION OF STUDENTS

Freshman - One who has completed fewer than 30 semester hours of college work.
Sophomore - One who has completed 30 or more semester hours of college work.
Part-time - One who is enrolled for fewer than 12 semester hours of college work.
Full-time - One who is enrolled for 12 or more semester hours of college work at the Decatur Campus.

GRADES

Grades will be electronically submitted through the College's secure portal by the instructors at the midpoint of each semester. Grade reports will be available to the student at the College's secure portal. The mid-semester grade is a progress report and is not recorded on the student's permanent record.

At the end of the semester, instructors will electronically submit a final grade through the College's secure portal. The final grade will be recorded on the student's permanent record. Grade reports will be available to the student at the College's secure portal.

Quality points are based on the grade and number of hours credit for each course and are computed as follows:

GRADE	RANGE	DESCRIPTION	QUALITY POINTS
A	90 - 100	Excellent	4 quality points per semester hour
B	80 - 89	Good	3 quality points per semester hour
C	70 - 79	Average	2 quality points per semester hour
D	60 - 69	Poor	1 quality point per semester hour
F	59 & below	Failure	0 quality points per semester hour

Administrative Grades

I - Incomplete Temporary grade given at the end of the semester only when illness or other unavoidable reasons prevent the student from taking the final examination or completing the course on time. The grade becomes an F if requirements are not met by the end of the next semester.

AU - Audit (No credit on hours attempted or earned)

Z - Non-Traditional Credit (Military, CLEP, DSST, and/or AP)

W - Withdrawal (Assigned for students with excessive absences or for students who drop a course prior to the posted deadline)

P - Pass (Assigned to students who successfully pass a Course Challenge Exam for Experiential Learning)

AF - Academic Forgiveness (No credit on hours attempted or earned)

XF - Academic Dishonesty

A student may repeat any course taken at East Central Community College or transferred credit that is recorded on his/her transcript. The highest grade earned in any repeated course will be the grade used for determining credit and the GPA applicable to graduation. The previous East Central course grade on the student's transcript will remain on the transcript but will not count for or against the student in ascertaining graduation requirements or GPA.

Students repeating transfer courses recorded on the ECCC transcript will be awarded credit for the highest grade, ECCC course or transfer course. Courses within specialized programs may adhere to a different grading system.

ABSENTEE POLICY

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the College has established the policy outlined below. The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent. Instructors will record and report attendance promptly for each class meeting up to and including the last regularly scheduled class meeting of each semester.

1. Students should review their schedules before the semester begins to make sure they are enrolled in the appropriate classes. Once classes begin, it is important students attend every class meeting. Students should be aware that there are challenges involved in adding a class after classes have begun. Students will be counted absent for class meetings missed during the drop/add period. Students are responsible for any work missed in the class prior to their enrollment and cannot expect due dates to be altered. If one or more class meetings have been missed, students are advised to speak to the instructor prior to adding the class to determine if adding is appropriate. Students who add a class at the end of the drop/add period may have little to no opportunity to drop the class.
2. Official absences are those incurred when students miss class while officially representing the College. The College sponsor of the group reports the list of students officially representing the College in myEC using the Official Absence Form. Official absences will not count in the total number of absences allowed.
3. Unofficial absences occur when students who are not representing the College miss class. The instructor will notify students of the absentee policy in writing at the beginning of the semester. Tardies, which equal the number of times the class meets per week, will constitute an unofficial absence. (Exception: For classes that meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds

these numbers of absences, he/she will be cut out of class and will be administratively withdrawn. If a student is administratively withdrawn before the Friday of the week that equates to 75% of the term, the student will receive a final grade of "W" for the course. If a student is administratively withdrawn after the Friday of the week that equates to 75% of the term, the student will receive a grade of "WF" for the course. Exceptions to this policy include classes that meet less than a full semester; Mississippi Virtual Community College classes; healthcare education classes; and some of the Career & Technical Education classes.

4. The student who misses announced tests or class assignments due to unofficial absences must have the approval of the instructor to take make-up tests or to complete assignments. To be considered for approval, the student must be prepared to present a valid reason for having been absent.
5. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class. The student should meet with the instructor at the next class meeting after missing over the limit allowed. The instructor will explain the appeal process. The instructor will counsel the student and discuss the reasons and excuses. If the student is readmitted, he/she will sign a form stating that they will not be tardy or absent from the class for the remainder of the semester and if they are, they will be dropped and will not have the opportunity to appeal again. If the student is denied reentry by the instructor, the student will have the opportunity to appeal to the Academic Division Chair, Director of Career & Technical Education, Dean of Healthcare Education, or Dean of eLearning depending upon the course in which the student is enrolled. Should the matter not be resolved to the student's satisfaction through the appeal to the appropriate administrator, the student has the right to appeal to the Executive Vice President within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. The last step in the appeals process will be the meeting with the Executive Vice President. The student must continue to attend the class through the entire process.
6. If the student has extenuating circumstances that prevent him/her from returning to class, he/she MUST contact either the instructor or appropriate Instructional Officer (Academic Division Chair, Director of Career & Technical Education, Dean of Healthcare Education, or Dean of eLearning Education) within two (2) calendar days after exceeding the number of absences allowed.

GRADUATION REQUIREMENTS

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE EXECUTIVE VICE PRESIDENT BY THE ANNOUNCED DEADLINE DATE.

REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees: The Associate in Arts, the Associate in Science, and the Associate in Applied Science. Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Executive Vice President in order to meet senior college requirements.

I. To graduate from the College with the degree of Associate in Arts a student must:

A) Earn a minimum of 62 semester hours of credit to include: the 37 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.);

B) Earn an average of two quality points for each semester hour attempted (When a course is repeated only the highest grade recorded will count for quality point purposes); and

C) Complete at least 25% of the credit hours required for the AA degree at East Central Community College.

II. To graduate from the College with the degree of Associate in Science a student must:

A) Earn a minimum of 62 semester hours of credit to include the 37 semester hours listed in the Academic Core Curriculum, sixteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.);

B) Earn an average of two quality points for each semester hour attempted (When a course is repeated, only the highest grade recorded will count for quality point purposes);

C) Complete at least 25% of the credit hours required for the AS degree at East Central Community College; and

D) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.

III. To graduate from the College with the degree of Associate in Applied Science a student must:

A) Earn a minimum of 60-61 semester hours of credit to include the 17/18 semester hours listed in the Technical Core Curriculum, all technical courses in the specified program of studies listed in Chapter 5, "Program of Study" in the College Catalog an adequate number of approved technical courses to complete 60-61 semester hours, and no more than four semester hours of activity courses (physical education, band, choir, and varsity sports) and;

B) Earn an average of two quality points for each semester hour attempted; (When a course is repeated, only the highest grade recorded counts for quality point purposes; if the student withdraws from the repeated course, the previous grade will count for quality point purposes); and

C) Complete at least 25 percent of the credit hours required for the Associate of Applied Science degree at East Central Community College.

IV. To graduate from the College with a second associate degree, which must be different from the first, a student must:

A) Earn a minimum of 15 additional semester hours of credit with no more than one semester hour of activity credit (physical education, band, choir, or varsity sports);

B) Meet all of the requirements listed for the second degree as enumerated in paragraphs I, II, or III above;

C) Complete all 15 additional semester hours credit at East Central Community College; and

D) Secure the approval of the Executive Vice President.

REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen-month certificates. To graduate from the College with a certificate in a particular program a student must:

1. Make a passing grade and average a "C" (2.00 point) on all courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
2. Satisfactorily complete a prescribed certificate program as outlined under curriculum.
3. Practical nursing students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.

BASIC COLLEGE CORE CURRICULUM (General Education Competences)

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the Articulation Agreement at http://www.matttransfertool.com.

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

- English Composition . . . . . 6 semester hours
- Laboratory Science . . . . . 8 semester hours
- Humanities . . . . . 6 semester hours
- Fine Arts . . . . . 3 semester hours
- Social/Behavioral Science . . . . . 6 semester hours
- College Algebra or Higher Mathematics . . . . . 3 semester hours
- Oral Communication . . . . . 3 semester hours
- Warrior Path to Success . . . . . 2 semester hours
- Total . . . . . 37 semester hours

This 37 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate of Arts and the Associate of Science. The Associate of Science degree requires an additional 8 hours of lab sciences.

TECHNICAL CORE CURRICULUM
(General Education)

To complete the requirements for the A.A.S. degree, the students must complete the 15-semester hour General Education Core Curriculum which includes the following:

- English Composition . . . . . 3 sem. hrs.
- Humanities/Fine Arts . . . . . 3 sem. hrs.
- Social/Behavioral Sciences . . . . . 3 sem. hrs.
- College Algebra\Quantitative Analysis or Lab Science . . . . . 3-4 sem. hrs.
- Oral Communication . . . . . 3 sem. hrs.
- Warrior Path to Success . . . . . 2 sem. hrs.
- Total . . . . . 17/18 sem. hrs.

Students who lack entry-level skills in math, English, etc., will be provided related studies.

ACADEMIC/CAREER/TECHNICAL PROBATION AND SUSPENSION

Probation and suspension procedures for academic, career and technical students are designed to make the student aware that the quality of his/her scholastic achievement is below the standards required for satisfactory progression toward graduation. If any full-time/part-time student, who is in Good Standing at the beginning of a Fall or Spring term, earns a term GPA of less than 1.50, he/she will be placed on Probation at the end of that term. If any full-time/part-time student, who is on Probation at the beginning of a Fall or Spring term, earns a term GPA of less than 1.50, he/she will be placed on Suspension at the end of that term. While on Suspension, the student is prohibited from enrolling in any classes for one regular semester term (summer is not a regular semester term). If the Suspension occurs at the conclusion of the Spring term, the Suspension may be removed by attending during the Summer term at East Central Community College and earning a term GPA of not less than a 1.50. Any student re-admitted following Suspension will be accepted on Probation. To be removed from Probation, the student must meet the stated minimum listed above. Although a term GPA of less than 1.50 is used as the basis for probation and suspension, a higher cumulative program GPA is required for graduation.

WITHDRAWAL PROCEDURES

Withdrawal may occur in three areas: from college, from the residence hall, or from a class. The following procedures should be followed when withdrawing in these areas.

WITHDRAWAL FROM COLLEGE (VOLUNTARY) - A student who finds it necessary to withdraw from college during the semester should do so properly so that records are complete and accurate. The withdrawal procedure is as follows:

1. To officially withdraw from the college, the student will begin the withdrawal procedure with the Director of Student Success.
2. After the student meets with the Director of Student Success to discuss withdrawing from school, a form is submitted online to begin the process of the withdrawal. The withdrawal form must be completed with the effective date of the withdrawal from school, along with the withdrawal reason. The student's advisor is also notified about the withdrawal via this form.
3. Once the form is submitted, the Director of Housing, Vice President for Student Services & Enrollment Management, Director of Admissions and Records, Director of Financial Aid, and Vice President for Business Operations will sign the withdrawal form virtually to indicate that the records are in order. A student who officially withdraws will receive final grades of "W" in all classes. The withdrawal process must be completed before 75% of the term is complete.
4. A refund due the student for withdrawal from the college is based on the completion of the withdrawal process.

WITHDRAWAL FROM COLLEGE (ADMINISTRATIVE) - An administrative withdrawal may be processed for any student who is unable to follow the normal withdrawal procedure due to hospitalization, illness, disciplinary actions, etc., provided an administrator or instructor initiates the procedure.

WITHDRAWAL FROM A COURSE - If a student desires to withdraw from a course the student may do so up to the published withdrawal date listed on the College Calendar. The process begins with the student's advisor and ends in the office of Admissions and Records. A student who officially withdraws prior to the withdrawal date will receive a final grade of "W." Students should go to his/her myEC account to withdraw.

WITHDRAWAL FROM THE RESIDENCE HALL - A student who wishes to move from the dormitory must see the Director of Housing to initiate the proper withdrawal procedure. Room and board charges will continue until the student has completed the withdrawal procedure.

WITHDRAWAL FROM COLLEGE (AS A RESULT OF ACTIVE MILITARY STATUS) - Any student at East Central Community College, who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, and who has been placed in active duty status by orders of the President of the United States, or who has been drafted into any component of the armed forces of the United States, may be allowed to withdraw as a student of the college, with a full tuition refund, out of state fees (if applicable), student fees and any special fees, with room and board fees prorated with the approval of the president. Book refunds will be based on current college policy. Any student who withdraws from the college under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file. Any student who has completed at least 75% of the semester and is in good standing with the college, and who needs to only take the final examination to complete the semester, has the option to leave the college pursuant to this policy, without his/her class standing affected, and without refund of any of the above fees or tuition. However, within ninety (90) days after release from active duty, the student must make arrangements to take the final examination. The score on the final exam plus the unfinished semester's work will constitute the student's final grade.

ACADEMIC FORGIVENESS

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Executive Vice President to have a maximum of two semesters of their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

For students who seek academic forgiveness and whose petitions are approved, the College will forgive all coursework earned during the requested semester(s). The student may not choose which grades are to be forgiven. All course grades for said semester(s) will be forgiven and the forgiven credit hours will not be used in determining the students' eligibility to graduate from East Central Community College. The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions. A student may utilize the provisions of this policy only once. Account charges will not be forgiven. The forgiveness request form can be obtained from the Office of Admissions and Records.

TRANSCRIPTS

A student may obtain a paper copy of his/her official college transcript by submitting a written request form to the Office of Admissions and Records in the Eddie M. Smith Student Union Building. A transcript processing fee will be charged. A student may also request an electronic copy of his/her college transcript. Transcripts may be ordered online by visiting the East Central Community College website, www.eccc.edu, you will be directed to a link to submit your request through a website called Parchment. The student must have a valid debit/credit card to order a transcript online. Official college transcripts cannot be faxed. A student may obtain an unofficial college transcript through his/her myEC account.

MISSISSIPPI VIRTUAL COMMUNITY COLLEGE

The Mississippi Virtual Community College (MSVCC) is a consortium of Mississippi's 15 community colleges that makes it possible for colleges to leverage their distance learning resources – including faculty, courses, support services, and technology. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from a local college. To take a course from a remote (provider) college, a student enrolls at a local (host) community college. The host college supports the student with a full slate of student services, including advisement and counseling, financial aid, and learning resources. The host college awards credit for the course. The remote (provider) college provides the course instruction. The success of the MSVCC partnership and resulting trust that has developed between the MCCB and the member colleges has led to the advancement of quality, accessible education, fiscal efficiency, and innovative and collaborative instructional practices.

East Central Community College is a participant in the Mississippi Virtual Community College. For a list of courses offered through MSVCC, please view the website. All courses listed at the MSVCC website may or may not be offered by ECCC. Please contact the eLearning office, which is located on the second floor of the Eddie M. Smith Student Union Building for assistance. Information is also listed at www.eccc.edu by selecting eLearning. The eLearning Testing Center is in the same location.

EXTRACURRICULAR ORGANIZATIONS

Numerous student clubs are provided on the campus for the enjoyment and enrichment of the students. These clubs meet at various times and are sponsored by instructors who are interested in and informed about the particular field. Each student is encouraged to participate in at least one of these clubs. A special interest club may be organized by any group of interested students and must meet the following requirements:

1. Must have at least fifteen (15) prospective members.
2. Must have a faculty or staff member as sponsor.
3. Must submit an acceptable constitution and a statement of purpose to the Vice President of Student Services & Enrollment Management' office.
4. Must be approved by the SBA officers and the Director of Student Life; and
5. Must obtain final approval from the Executive Vice President and the President of the College.

ART

The East Central Student Art Association is designed to promote visual arts on campus and in the community. Jeffrey Hodges is the sponsor.

ASSOCIATION OF STUDENT NURSES AT EC (ASNEC)

ASNEC is designed to promote active participation in MSNA, the professional student nurse organization. The organization promotes and encourages participation in community affairs and activities towards improved health care and related social issues. It also serves to influence healthcare and practice through legislative activities as appropriate. The organization meets monthly. Students must be enrolled in the Associate Degree Nursing Program. ASNEC is sponsored by ADN faculty.

ALPHA ALPHA EPSILON

The purpose of this organization is to promote the social and economic welfare of the engineer, to stimulate public service in the profession,
to encourage and develop the efficiency of the engineer, to promote unity in the profession, and to make further study of the industrial arts opportunities in allied fields. Anyone majoring in pre-engineering or industrial arts is eligible for membership. Michael Miles is the sponsor.

ASTRONOMY CLUB

The purpose of this club is to promote observational astronomy, astrophotography, and related scientific research projects. Marshall van Zijll is the sponsor.

BAPTIST STUDENT UNION
The BSU seeks to reach students for the Christian life through worship, Bible study, missions, conferences, retreats, and personal witness. The activities are promoted through the Baptist Student Center located across the street from the campus. Hours are as follows: Monday - Thursday, 9 a.m. to 10:30 p.m., and Friday, 9 a.m. to 12:00 p.m. Meetings are held regularly at night as well as a monthly noon luncheon on Wednesdays. BSU is under the leadership of Scott Vaughn.

BON APPETIT
Bon Appetit is a student organization for students interested in the culinary arts. The group also includes honorary members from the Newton County 4H Club and a local Girl Scouts of America Chapter. Chef Enoc Reynoso is the sponsor.

CATHOLIC CAMPUS MINISTRIES
The Campus Ministries is an extension of the Catholic Church. Its purpose is to assist students in spirit, fellowship, and development of community, which reflects the light of Christ at ECCC. All are welcome. Gina Mowdy is the sponsor.

DECA
DECA is an international association of college students and teachers of marketing, management and entrepreneurship in business, finance, hospitality, and marketing sales and service. The purpose of DECA is to prepare leaders and entrepreneurs for careers and education in marketing, finance, hospitality, management, and other business areas. Hannah Smith is the sponsor.

DIAMOND DARLINGS
The purpose of the Diamond Darlings is to provide an opportunity for female students interested in baseball to become a part of the ECCC baseball program. Coach Neal Holliman is the sponsor.

EAST CENTRAL ENVIRONMENTAL CLUB (ECEC)
The purpose is to promote environmental awareness among its members and the community, to promote and encourage recycling, and to become an active part of the environmental network and the community. Curt Skipper is the sponsor.

EC ENCORE THEATRE CLUB
This club provides an opportunity for students interested in dramatic arts to participate in theatre. Anna Smith-Girling is the sponsor.

ECCC GOSPEL CHOIR
The purpose of this organization is to give students who are interested in gospel music an opportunity to participate in choral activities on campus and in the five-county area. Levar Robinson is the sponsor.

EC LISTENING
EC Listening is a select vocal ensemble, which performs for civic clubs, churches, and schools. Members are selected through auditions in the spring semester of each year. Positions not filled at that time will be filled during the first two weeks of the fall semester. Chandler Smith is the director.

ECCC PRACTICAL NURSING ORGANIZATION
The purpose of the ECCC Practical Nurse Organization is to serve and protect the public by promoting quality patient care by practical nursing students and to protect the interests and welfare of practical nursing students. The Practical Nursing Instructors are the sponsors.

ECCC SURGICAL TECHNOLOGY STUDENT ASSOCIATION (ECSTSA)
The purpose of ECSTSA is to promote Surgical Technology through conferences specific to their major. The Surgical Technology Instructors are the sponsors.

FELLOWSHIP OF CHRISTIAN ATHLETES
The purpose of the Fellowship of Christian Athletes is to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships, and in the fellowship of the church. Erica Williams is the sponsor.

FRESHMAN CLASS OFFICERS
Members of the Freshman Class Officers are classified as full-time students who have completed fewer than 30 semester hours of college work. The Freshman Class Officers are comprised of a President, Vice President, Secretary, and Treasurer. Romonica Jones is the sponsor.

NATIVE AMERICAN ASSOCIATION
Comprised of Native American students, this organization seeks to provide a support group and means for expressing concerns. Autumn McMillan is the sponsor.

FUTURE BUSINESS LEADERS OF AMERICA COLLEGIATE
This club is organized for business students. Its purpose is to foster a better relationship between one another and to cultivate a better understanding of business principles in general. Justin Wilcher and Robert Herbert are the sponsors.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY
The purpose of Phi Theta Kappa is to promote scholarship, to develop character, and to cultivate fellowship among academically superior students. Membership in Phi Theta Kappa is by invitation only. Minimum standards for invitation are a 3.5 GPA. Renee Boggan, James Miller and Amanda Walton are the sponsors.

PRESIDENT'S COUNCIL
The President's Council was organized during the 1985 school year by former College President Dr. Eddie M. Smith. The purpose of this organization is to establish better communications between the student organizations on campus and the President's office. Sponsors are Dr. Brent Gregory, College President and James Miller, Vice President of Student Services & Enrollment Management.

RESIDENCE HALL COUNCIL
The purpose of these organizations is to assist the Director of Housing/Student Activities in supervising the dormitories. The residence hall council is made up of Resident Assistants. Keli Barrett is the sponsor.

SIGMA SIGMA MU TAU
The purpose of Sigma Sigma Mu Tau is to present programs on medical opportunities, to conduct tours of surrounding hospitals and to obtain information from schools that would be of interest to students who are majoring in medical fields. Melani Moseley is the sponsor.

SKILLS USA
The purpose of SkillsUSA is to foster a wholesome understanding of the functions of labor/management organizations and recognition of their mutual interdependence and to create among students, faculty members, patrons of the school and people in industry a sincere interest in, and esteem for trade, industrial, technical, and health occupations education. James Boykin is the sponsor.

SOPHOMORE CLASS OFFICERS
Members of the Sophomore Class Officers are classified as full-time students who have completed 30 or more hours of college work. The Sophomore Class Officers are comprised of a President, Vice President, Secretary and Treasurer. Romonica Jones is the sponsor.

STUDENT BODY ASSOCIATION
Members of the Student Body Association officers are classified as full-time students who have completed 30 or more hours of college work. The SBA officers are comprised of a President, Vice President, Secretary and Treasurer and are elected during the spring semester for the upcoming college year. Romonica Jones is the sponsor.

STUDENT EDUCATION ASSOCIATION
The purpose of the Student Education Association is to give students practical experience in teacher-teacher and teacher-student relations. Taylor Harrison is the sponsor.

WARRIOR CORPS
The Warrior Corps is a group of students chosen by a special Selection Committee to represent East Central Community College with recruiting endeavors and special events. These students must have a minimum 18 ACT composite score, maintain a 2.0 grade point average, and must reflect high character and integrity. Ben Pace is the sponsor.

PERFORMANCE ORGANIZATIONS

Among the many ensembles of the band department are the "Wall O' Sound" marching band, jazz band, Centralettes, Color Guard, and the Percussion Ensemble. Membership for all groups is by audition. The band is directed by Band Director Jefferey Brown and Assistant Band Director Anna Girling Smith.

CHEERLEADERS
Selections to the Cheerleading Squad are made each spring semester by a visiting cheerleader delegation, usually a university cheerleader panel. Bailey Gibson and Leah Calvert are the coaches.

COLLEGIANS
Collegians is the college's rock-and-roll band. Auditions are open to the student body in September of each year and participants have opportunities for numerous performances on campus, in the five-county area, and nationally. Garrett Johnston is the director.

ECCC CONCERT CHOIR
The Concert Choir is organized to provide all interested students with an opportunity to sing four-part choral music of various styles and periods. This group performs a Christmas and a Spring Concert each year and attends the Mississippi Community College Choral Festival. Chandler Smith is the director.

STUDENT ELECTIONS
To be eligible for a position of distinction or a Student Body Association (SBA) office, nominees must be enrolled as full-time students and have no record of action taken or pending against them by the Discipline Committee. Additional eligibility requirements are listed below.

Elections for Positions of Distinction
Homecoming Election

Sophomore Maids	Nominees must have earned at least 30 semester hours with a minimum 2.0 grade point average. Five sophomore maids will be elected, one of which will be the Homecoming Queen.
Freshman Maids	Nominees must have earned a minimum 2.0 grade point average on previous college course work, if applicable. Four freshman maids will be elected.

Mr. and Miss ECCC Election

Mr. and Miss ECCC	Nominees must have earned at least 40 semester hours with a minimum 2.00 grade point average.

Class Favorites Election

Class Favorites	Nominees for sophomore class favorites must have earned at least 40 semester hours with a minimum 2.0 grade point average. Three men and three women will be elected and the first alternates to Mr. and Miss ECCC will automatically become sophomore class favorites. Nominees for freshman class favorites must have earned at least 12 semester hours with a minimum 2.0 grade point average. Three men and three women will be elected.

Elections for Student Body Association (SBA) Officers
SBA Officer Election
To be eligible to run for president, vice president, secretary, and/or treasurer, of the Student Body Association nominees must have earned at least 12 semester hours and must have maintained a minimum 2.0 grade point average.

Class Officer Election
To be eligible to run for freshman class president, vice president, secretary, and/or treasurer, nominees must have earned a minimum 2.0 grade point average on previous college course work, if applicable. To be eligible to run for sophomore class president, vice president, secretary, and/or treasurer, nominees must have earned at least 30 semester hours with a minimum 2.0 grade point average.

ECCC BEAUTY PAGEANT

The ECCC Beauty Pageant will be held annually. Most Beautiful and four beauties will be selected by a panel of qualified judges whose decision will be final.

Most Beautiful Contestant Entrance Requirements

Participants must be:

1. Female (recognized medically and legally as female)
2. Have no disciplinary record of action taken or pending with the college discipline committee.
3. A full-time student (enrolled in 12 or more hours)

Scoring consists of a Personal Interview and Evening Wear Competition

1. Wardrobe for interview should be formal business attire (dress or suit) and shoes.
2. Evening Wear should be a long formal gown. This phase of competition is not scored on the most expensive, exquisite, or detailed gown, but on overall "first impression," beauty and sense of attractiveness, sense of confidence, personality and stage presence, technique (walk, posture, carriage and grace).

There will also be an "Opening Number" for which contestants will be required to dress in attire based on the theme of the beauty pageant. The theme each year will be selected by the pageant director and committee. There will be no score for this portion of the pageant. In the event that fewer than five female students sign up to participate, the ECCC Beauty Pageant will not be held.

HALL OF FAME

Desiring to acknowledge character and service of the highest quality, East Central Community College annually selects members for the Hall of Fame. To become a member, one must first be nominated by a currently enrolled student, a faculty member, an administrator, or a staff member of the college; one must be endorsed by a secret screening committee made up of faculty, staff, and administrators; and finally, one must be recommended by a majority faculty screening committee. Only college sophomores eligible for graduation may be selected for this honor. Those selected shall be either students who have completed requirements for graduation at mid-term of the current school year, or second semester sophomores who have completed forty-two hours of college work and are eligible for graduation. Academic, technical, and vocational students in two-year programs are eligible for selection. The basis for selection for membership in the East Central Community College Hall of Fame is exemplary character, superior scholarship, worthy leadership, and contribution to the betterment of East Central Community College. Nominations for this honor may be made by currently enrolled students, faculty members, administrators, or staff members of the college. Nominations are initially screened by a committee of nine (9) made up of faculty members, staff members, and administrators (3) employees from each classification), previously named by the President of the College, the Executive Vice President, and the Vice President of Student Services & Enrollment Management. A tabulating committee, appointed by the college President or his designee, reviews the screening instruments utilized by the committee of nine employees and makes an alphabetical listing of the twelve (12) students receiving the highest ratings/rankings. This list is then presented to a committee of five employees appointed by the President of the college and his designees. The committee of five employees shall be made up of three (3) faculty members, one (1) staff member, and (1) administrator. The committee of five employees selects the recipients by independent secret ballot utilizing a rating/ranking instrument. In the case of a tie, the committee of five employees shall be asked to break the tie. The number to be elected each year shall be based upon the full-time equivalent enrollment at the end of the first six weeks of the fall semester. One student shall be chosen for every 200 full-time equivalent students. The number elected to the Hall of Fame in any school year shall not exceed six.

STUDENT PUBLICATION

WO-HE-LO

The Wo-He-Lo provides the pictorial record of school life on the campus each year. The Wo-He-Lo yearbook staff meets regularly at specified times. Amy Thompson is the sponsor.

STUDENT IDENTIFICATION CARD

The student ID card is the student's official school identification. It must be in the student's possession at all times and is to be shown for identification upon request of any school official. This virtual card must be presented when receiving a yearbook, selling books in the bookstore, using the library, entering athletic events and activities, eating in the cafeteria and grill, entering the Warrior Wellness Center, and carrying out all business office transactions. This card becomes void upon termination of enrollment.

STUDENT HOUSING POLICIES AND PROCEDURES

1. Students living in residence halls are required to be enrolled full-time in courses taught on the Decatur Campus. If the residence halls are not at capacity at the completion of registration, students who are full-time through a combination of on-campus classes, off-campus classes, and/or on-line classes through the Mississippi Virtual Community College will be considered on an individual basis. Students dropping below 12 semester hours will be required to move from the residence hall.

2. When a student enrolls at East Central, he/she agrees to accept the policies that govern residence hall life. Failure to observe these policies and regulations subjects the student to disciplinary action, based on the professional judgment of those in charge of the residence halls. Any failure to respond to disciplinary action makes the student ineligible to live in the residence hall

3. Students living in the residence hall must purchase a meal ticket from the Housing Office. The five-day meal ticket will be valid for fourteen (14) meals, Monday through Friday. The seven-day meal ticket will be valid for nineteen (19) meals, Sunday-Saturday. Athletes, out-of-state students, and others who participate in activities that will require weekend meals are required to purchase the seven-day plan. Commuting students may eat in the cafeteria at the per meal rate or may purchase a meal card at the Business Office.

4. Students must complete an application for housing and pay the housing fee before being assigned to a room. Both roommates must complete this process before they can be assigned together.

5. Rooms are assigned on a first-come, first-serve basis. Depending upon room availability, students may choose a residence hall and a roommate.

6. Overnight visitors in the residence hall must be approved by and registered with the Residence Hall Supervisor and the Director of Housing. All visitors are expected to comply with the rules of the institution. Children are not allowed to stay overnight in the residence halls.

7. Residence Hall students are responsible for their room, hallway, and bathroom and will be assessed for any damage. There will be systematic room inspections each week of all residence halls, at which time the rooms must be clean, neat, and attractive. Furniture is inventoried for each room and lobby and must not be removed from these areas. Students will not be permitted to move additional furniture to the dormitory without the permission of the Residence Hall Supervisor. (The College is not responsible for personal items permitted in the residence halls.)

8. Students must be considerate of fellow students when playing radios, tape players, televisions, video games, etc.

9. The use of tobacco or tobacco-related products is not permitted on campus (see also Policy 620, TOBACCO-FREE POLICY).

10. Residents of campus apartments and residence halls will not be allowed to keep pets of any kind.

11. Students will not be permitted to display collections composed of alcoholic containers, obscene pictures, road signs, etc., in the residence hall. Any items placed on walls should be placed using 3M Command Strips or similar products.

12. Any change in room assignments must be approved by the students' Residence Hall Supervisor and the Director of Housing.

13. Outside antennas for radio, television, etc., are not permitted. Under no circumstances are students allowed to erect antennas or walk on the roof of any building.

14. Burning candles, incense and or wax-warmers will not be permitted in residence halls.

15. Quiet hours will be observed in all residence halls and on campus during the following hours:
    a. 10:00 p.m.- 8:00 a.m. Sunday-Thursday
    b. 12:00 a.m.- 7:00 a.m. Friday-Saturday

16. Visitors will be allowed in the lobby of the women's residence halls only when accompanied by a resident of the facility at all times during the following published hours:
    a. 6:00 p.m.- 10:00 p.m. Sunday-Thursday
    b. 2:00 p.m.- 6:00 p.m. Friday-Saturday

17. All residence halls will open at 9:30 a.m. on Monday preceding the start of classes during the fall semester and at 5:00 p.m. on the Sunday preceding the start of classes during the spring semester and on holiday weekends (unless otherwise noted).
    All residence halls will close on the following schedule:
    Labor Day - Friday, September 4 at 10:00 a.m.
    Fall Break - Thursday, October 15 at 10:00 a.m.
    Thanksgiving - Friday, November 20 at 10:00 a.m.
    Christmas - Thursday, December 10 at 2:00 p.m.
    MLK, Jr. Day - Friday, January 15 at 10:00 a.m.
    Spring Holidays - Friday, March 12 at 10:00 a.m.
    Easter Holidays - Thursday, March 25 at 2:00 p.m.
    Graduation Day - Thursday, April 29 at 2:00 p.m.

18. Students are reminded that the intercom system, washers, and dryers are not to be used after midnight unless an emergency arises.

19. Students should be inside the dormitory by 12:00 midnight. Those who are loitering on campus must surrender their I.D. card. The procedure listed below will be followed:
    First Offense - The student will be required to meet with the Dean of Students & Enrollment Management or the Director of Housing and may receive a warning.
    Second Offense - The student will be required to meet with the Dean of Students and a discipline charge will be applied.

20. The following appliances may be used by students in the residence halls:
    a. Computers
    b. Irons
    c. Dormitory size refrigerators (one per room)
    d. Microwave ovens (one per room)
    e. Televisions
    f. DVD Players
    g. Video games
    h. Coffee Makers (with auto shut off)
    i. Similar appliances as approved by the Director of Housing.

21. The following appliances may not be used by students in the residence halls:
    a. Hot plates
    b. Anything with open grease
    c. Full size refrigerators
    d. Window unit air conditioners
    e. Barbeque grills, unless they are at least twenty feet from the building. Grills cannot be used under the canopies or walkways of residence halls.

22. The Director of Housing and the Director of the Physical Plant will conduct end-of-year damage inspection and during the week after school dismisses in the spring. When students withdraw from the dormitories at other times during the year, the housing staff assesses the room for damage.

23. Abandoned articles will be discarded after two weeks (14 consecutive days). Approval must be obtained in writing from the Director of Housing if a student leaves anything in his/her residence hall room after the checkout day. (The College is not responsible for articles left in rooms.)

24. East Central Community College is not liable for any loss of or damage to possessions due to fire, natural disaster, theft, or any other circumstances beyond our control.

Rule Violations
Rule Violations will be grouped into three main categories: (Cross reference Policy 820.1, CLASS RATINGS OF STUDENT OFFENSES)

- Class "A" offenses will result in immediate and permanent dismissal from living on campus.
- Class "B" offenses will carry a $100.00 fine plus restitution. Any two class "B" offenses equal one class "A" offense.
- Class "C" offenses carry a $50.00 fine plus restitution. Any two class "C" offenses equal one class "B" offense.

Each student living in campus housing at East Central Community College agrees to abide by college housing policies and rules. Students will be asked to note of any damage in their room upon moving into the residence hall. Anything that needs immediate attention should be turned in to the Director of Housing's office on a separate piece of paper, e.g., a broken door or window lock.

* The cost for a replacement key will be $10.00.
** Residents are responsible for damage to their rooms. Students will be charged for any damage or for any missing furniture. Students are asked to do a thorough inspection and note any damaged, broken, or missing items upon moving into their room.
*** If students fail to inventory damages upon moving in, they are liable for any damage that may have been in their room previously.

PARKING/VEHICLE REGULATIONS

Students having a vehicle on campus must register their vehicle(s) as there will no longer be an actual parking decal. The online registration form can be accessed through the myEC portal under the student tab by selecting Vehicle Registration. The cost is $10.00 and will be applied to your balance at the Business Office. You will be required to provide the license plate number, your driver's license number as well as standard vehicle information. No VEHICLE REGISTRATION tickets are $50.00.

The following regulations apply to all persons operating vehicles on the college campus:

1. Motor vehicles must be operated in a responsible and prudent manner at all times.
2. Intentionally impeding or endangering normal pedestrian or vehicle traffic is prohibited.
3. The maximum speed limit on campus is 15 mph. Speed should be reduced as weather and road conditions dictate.
4. Pedestrians have the right of way at all times. Stop at all crosswalks!
5. All motor vehicles must have mufflers in proper working order. Excessive noise is prohibited. Excessive radio noise is prohibited.

6. Motorcycles should be operated on the campus roads only. All state laws governing the operation of motorcycles should be observed. They must also have a decal.
7. The operation of three or four-wheelers and personal golf carts are prohibited anywhere on campus.
8. All parked vehicles must be properly registered and in operable condition.
9. Improper parking—including vehicles backed into parking spaces—double-parking, and parking in restricted areas will result in a $10.00 ticket. NO VEHICLE REGISTRATION, Handicap space violation, speeding, and reckless driving tickets are $50.00. Tickets not paid in the Business Office within five school days of the violation will double. All ticket appeals need to be made through the Vice President of Student Services within two school days of the violation.

Restricted areas include:

A. Areas where signs indicate "NO Parking," "Handicapped,"
B. Any area marked with yellow paint
C. Sidewalks or Lawns
D. Blockage of sidewalk access; and,
E. Front of trash dumpsters.
F. Areas in Clarke-Venable Baptist Church that are marked "No Parking" and "Church Parking.

**NOTE: Cars parked illegally on Broad Street or any public roads may be ticketed and removed by the Decatur Police Department. Cars parked illegally in a Handicap Zone are subject to being ticketed by the city police and the EC Police. All other violations are $10.00. The amount of the ticket doubles if it is not paid in the business office within five (5) school days of the offense.*

10. The parking lot behind Newsome Hall is OFF LIMITS to all female students. The parking lots behind Todd Hall and Winston Hall are OFF LIMITS to all females. The parking lot between Neshoba Hall and Scott Hall is OFF LIMITS to all females. Violators will be charged class "C" offense. All first-floor windows are OFF LIMITS to members of the opposite sex in all dorms.

SPORTSMANSHIP CONDUCT

This code is offered as a guide in promoting sportsmanship while a student and spectator at East Central Community College activities. All students are reminded that any unruly situation could result in immediate probation for East Central in which the activity in which the violation occurs. A detailed set of instructions is listed in the Mississippi Association of Community and Junior College Activities Handbook of Rules and Regulations.

1. Officials will be considered the final authorities in decision making.
2. Athletes from visiting colleges and their fans should be treated with respect
3. Pride should be taken in promoting good sportsmanship among spectators and players.

STUDENT RIGHTS AND RESPONSIBILITIES

This is one of the most important aspects of college life. East Central is a state, district, and community-supported college. As such, it is only logical that the residents of the college district should hold certain expectations of the students as well as of the faculty, staff, and administration. It is with this in mind that the following regulations of student conduct have been developed.

Recognizing that freedom of individuals is never absolute but is subject to reasonable restrictions, the College expects students to conform to recognized standards of behavior and to give serious attention to their class work. Furthermore, these behavioral regulations are in effect at all times on campus or whenever a student is representing East Central or whenever a student is being transported in a college-owned or sponsored vehicle (Please refer to Disciplinary Procedures for your rights under these regulations).

FREEDOM OF EXPRESSION

East Central Community College (ECCC) recognizes and upholds the rights protected by the First Amendment, including the rights of free speech and free expression, and the right to assemble peaceably. Demonstrations, assemblies, and dissemination of information can be valid expressions for dissenting opinions provided they do not disrupt the academic and administrative functions of the institution.

The opinions expressed by organizations, groups or individuals using ECCC facilities do not necessarily reflect the position of ECCC. The College affirms its commitment to freedom of speech, assembly and expression even though the language or ideas of those seeking a venue for free expression may contradict the College's ideals and/or the personal views of ECCC employees and students.

This policy will be carried out through Freedom of Expression Guidelines issued by the President. By placing reasonable limitations on time, place, and manner of speech, ECCC does not take a position on the content or viewpoint of the expression, but rather provides a forum for a diversity of viewpoints to be expressed in an academic setting. These guidelines in no way prohibit individuals enrolled at or employed by ECCC from engaging in conversations on campus, but rather establishes Designated Public Forum Areas on ECCC's campus and sets forth requirements for reservation and use of the Designated Public Forum Areas. These guidelines shall also apply to individuals or groups who are not members of the College community who wish to speak on ECCC's campus and all non-commercial speech on the ECCC campus and any other ECCC facilities.

In addition to the guidelines, all permitted activities will be subject to Policy No. 614, USE OF COLLEGE PHYSICAL PLANT FACILITIES FOR NON-COLLEGE ACTIVITIES. The President shall have authority to depart from the strict terms of the guidelines as circumstances require.

STUDENT REGULATIONS

East Central Community College is a state, district and community supported post-secondary institution. As such, the residents of the district hold certain expectations of the students as well as faculty, staff and administration. With this in mind the following regulations of student conduct have been developed.

Recognizing that freedom is never absolute, but subject to reasonable restrictions, the college expects students to conform to recognized standards of behavior, and to give serious attention to their class work. Further, these behavioral regulations are in effect at all times on campus or whenever a student is representing East Central or whenever a student is being transported in a college-owned or sponsored vehicle.

1. East Central Community College takes pride in the appearance of its campus; therefore, students are to put trash and soft drink cans in the trash cans that are conveniently located throughout the campus. The Student Activity Center and the dormitory lobbies are for students' leisure time and enjoyment; therefore, students are asked to assist in keeping them clean.
2. Possession and/or use of alcoholic beverages, narcotics or other controlled substances are prohibited and are cause for dismissal. Violators will be required to appear before the appropriate authorities for disciplinary action.
3. Students who participate in gambling or stealing are subject to dismissal and will be required to appear before the appropriate authorities for disciplinary action and restitution.
4. Hazing, fighting, threatening another's physical safety, comfort or life are all offenses for which one may be dismissed. Violators will be required to appear before the Discipline Committee.
5. Insubordination, preventing or attempting to prevent any student, college staff member, or official college visitor from carrying out their responsibility to the college, undertaking unauthorized actions in the name of the college, or disrupting or attempting to disrupt any class or college-sponsored activity is cause for dismissal, and the violator will be required to appear before the Discipline Committee.

6. Possession of firearms, (including, but not limited to BB Guns, Pellet Guns, Splat Guns and Air Guns) ammunition, explosives, fireworks, or weapons of any kind on campus or in campus facilities is a violation of campus regulations and the violator will be required to appear before the appropriate authorities for disciplinary action.
7. Loud music, undue noise and profanity are not permitted on campus, and violators will be required to appear before the appropriate authorities for disciplinary action.
8. Skateboards, Hover Boards, Segway's, personal golf carts and any other motorized scooters are prohibited on campus.
9. Academic dishonesty, cheating, or plagiarism are causes for dismissal, and violators will be required to appear before the Discipline Committee.
10. Damaging or defacing college equipment or facilities or causing any property damage will result in the violator being required to appear before the appropriate authorities for disciplinary action and restitution.
11. Violations of the standard norms of group behavior in the cafeteria will require that the violator appear before the appropriate authorities for disciplinary action.
12. Additional violations of the regulations which occur while one is on probation or full restrictions is cause for dismissal and will require that the violator appear before the Discipline Committee.
13. The use of tobacco or tobacco-related products is not permitted in any campus building, residence hall, community area, or campus parking lot (see also Policy 620, TOBACCO-FREE POLICY).
14. In case of illness, a student should notify the College Police Department at once so that arrangements can be made for necessary medical attention. In case of serious illness appropriate medical attendants will be called and parents will be notified. Students will be responsible for their own medical bills. In case of illness at night, the dormitory supervisor should be contacted.
15. The College will assume no responsibility for loss of personal property due to theft, fire, or natural disaster.

All offenses will be assigned a class rating by the Dean of Students using the guidelines below. Please note that the severity of the offense may necessitate a higher-class rating based on the judgment of the Dean of Students.

Class "A" Offenses (No Fine - Student will be required to appear before the Disciplinary Committee)

1. Assault
2. Stealing
3. Sexual Harassment/Sexual Assault
4. Possession of Drugs and/or Drug Paraphernalia
5. Possession of a Firearm or Weapon (includes, but is not limited to hunting weapons, knives, paintball guns, BB guns, etc.)
6. Possession of any type of Explosive Device
7. Pulling a False Fire Alarm
8. Failure to Obey the Direct Order of a School Official including Dormitory Supervisors, Police and Security Officers, Faculty members, etc., (includes, but is not limited to, refusal to surrender I.D. Card)
9. Academic Dishonesty, Cheating, or Plagiarism

Class "B" Offenses ($100 Fine plus restitution where applicable; Any two class "B" offenses equal one class "A" offense)

1. Possession of Alcohol or Alcohol Containers
2. Unauthorized Entry into Dormitories
3. Harassing Other Students
4. Fighting
5. Possession and/or Use of Fireworks
6. Violations of the Standard Norms of Group Behavior

Class "C" Offenses ($50 Fine plus restitution where applicable; any two class "C" offenses equal one class "B" offense.)

1. Failing Room Inspection
2. Throwing Foreign Objects at Individuals, Dorms, Doors, or Other Property
3. Causing Any Damage to College Property (NOTE: student will be charged with the cost of repair)

4. Excessive Noise/Loud Noise/Undue Noise (Any noise that disturbs other people is excessive)
5. Profanity and/or Vulgarity (Includes Music with Obscene Lyrics)
6. Entering and/or Exiting College Buildings via the Emergency Doors in Non-Emergency Situations
7. Unauthorized Entering/Exiting of the Dormitory after the Dormitory Has Been Closed
8. Littering (Including water balloons)
9. Failure to Have Identification (I.D.) Card in Possession and/or Displayed in a Visible Manner
10. Tobacco Products on Campus
11. Inappropriate Dress
12. Excessive Horse Play (includes the use of water guns or other items that may be perceived as weapons)
13. Male Students Loitering in Unauthorized Areas Near Barber and Jackson Halls
14. Female Students Loitering in Parking Lot Behind Todd, Newsome and Winston Hall and Between Scott and Neshoba Hall
15. Tampering with a Fire Alarm or a Smoke Detector Within any Campus Facility, Including Dormitories to Include Covering them in any Manner

Fines are to be paid in the Business Office with the receipt given to the Dean of Students. All unpaid fines are treated as fees by the Business Office. Appeals must be made via the Vice President of Student Services & Enrollment Management to the Grievance Committee within three days of the conviction. The Grievance Committee's decision may be appealed in writing to the President of the College within 24 hours.

DISCIPLINARY PROCEDURES

Violations of campus regulations, which could result in suspension from the College, will be considered by the five (5) member Discipline Committee. Each academic year, the Discipline Committee membership shall be recommended by the Vice President of Student Services & Enrollment Management to the President and include a faculty member as chair, an administrative/professional staff representative from the Student Services division, an administrative/professional staff representative from the Instructional Division, a student representative from the Student Body Association, and a faculty member at large. The Dean of Students has the authority to designate a special discipline committee when it is not feasible to convene the regularly appointed committee.

Disciplinary probation or other actions may be imposed by the Dean of Students in lieu of an appearance before a disciplinary committee. Provided the student agrees to such action as imposed, the student will sign a statement of acceptance which will be maintained in his/her personal record. Separation of the student from the college by the discipline committee and/or Dean of Students may take any of the following forms:

a. Suspension for a definitely stated period of time within any on-going semester.
b. Suspension for a longer, but definitely stated period of time.
c. Indefinite suspension with a date established for the privilege of applying for readmission, such application will be reviewed and acted upon by the committee.
d. Expulsion, which implies permanent separation from the college. The Dean of Student Services or his/her designee will be present at each meeting to confer with the discipline committee chairperson at their request about procedure.

The Dean of Students may designate a person who will present evidence to the committee on behalf of the college. A simple majority of the committee will constitute a quorum. The discipline committee shall be approved by the college President. The chairperson shall be appointed.

The following procedures will be followed:

1. The accused student will be notified in writing of the charges made and the time and place of the hearing.
2. The accused student will be informed of his/her rights at the same time they are notified of the charges.
3. The accused student will be present during the entire presentation of the evidence and may question the parties initiating the charges and the witnesses as appropriate.

4. The accused student will be allowed to have counsel at all times. This person may be a student, faculty member, or other adult, but counsel may not speak unless granted specific permission. Counsel may only advise.
5. The accused student will respond first to the charges which have been made and the members of the Discipline Committee will have an opportunity to ask questions.
6. Any available witnesses will be called and asked to give their version of the events. The Discipline Committee and the accused student will have the opportunity to question each witness.
7. After the presentation of evidence and the questioning of witnesses, the Discipline Committee will deliberate in private.
8. A vote will be taken on expulsion or a lesser sanction after the committee has deliberated. If the vote is expulsion, the action will be noted on the form. If the vote is for a lesser sanction, deliberation shall continue as to the actual sanction until there is agreement among the majority.
9. The decision will be conveyed to the student by the chairperson and the Dean of Students and/ or the appointed designee. The decision of the discipline committee is final.

NOTE: The college President has the authority to designate a special discipline committee when it is not feasible to convene the regularly appointed committee.

DRESS CODE

Each student should exercise mature judgment concerning wearing apparel during daily life on the campus. Cleanliness and neatness are desirable attributes for any person to possess. Students wearing clothing deemed inappropriate or offensive will be asked to change to more appropriate wear, and violators of this policy will be subject to disciplinary actions.

1. Students will not be allowed to wear extremely short cut-offs, unreasonably short dresses, midriff or cropped tops, extremely revealing halter tops, or "see-through" blouses.
2. The wearing of any type of clothing in an improper or disruptive manner (indecent exposure, pants below the waistline, sexually explicit attire, etc.).
3. Students are not allowed to wear or display any gang symbols.
4. Shirts and shoes must be worn to enter all campus buildings.
5. For the safety of students, hoods are not allowed indoors.
6. Violators of this policy will be subject to disciplinary actions consistent with College Policy 820.

CONSTITUTION AND BY-LAWS OF THE STUDENT BODY ASSOCIATION

PREAMBLE
We, the students of East Central Community College, in cooperation with the faculty and administration, and within those limits prescribed by the Board of Trustees, adopt the following constitution:

Article I - Name
The name of this organization shall be the Student Body Association of East Central Community College.

Article II - Purpose
The purpose of the Association shall be:

1. To conduct and promote interest in student elections.
2. To promote order and suitable conditions for the intellectual.
3. To maintain cordial relations between faculty and students.
4. To promote the responsibility of hospitality on our campus.
5. To promote the awareness of rights and responsibilities as citizens of a democratic society.

Article III - Meetings
Meetings shall be held on call of the President of the Association or by request of the Executive Committee.

Article IV - Membership
The membership of this Association shall be all who register as full-time students at East Central Community College.

Article V - Officers
Section I - Officers of the Association shall be:
1. President
2. Vice President
3. Secretary
4. Treasurer

Section II – Executive Committee of the Association shall consist of twelve (12) students:
1. Officers of the Student Body Association
2. Four sophomore class officers
3. Four freshman class officers

Article VI - Advisors
The Director of Student Life shall be the advisor of the SBA.

Article VII - Amendments
Amendments to this Constitution and By-Laws may be presented by the Executive Committee or by fifty (50) students bringing it to the Committee who will in turn present it to the Association. Any amendment must be approved by two-thirds of the student body and the College President before it can be adopted.

STUDENT BODY ASSOCIATION BY-LAWS

Article I - Officers and Committees
Section I - Duties of Officers and Committees
1. The President shall call and preside over all meetings of the Student Body Association and shall appoint necessary committees.
2. The Vice President shall take charge of all duties of the President in the absence of the President.
3. The Secretary shall keep a record of all Student Body Association meetings, lists of all officers and committees, and shall handle all necessary correspondence.
4. The Treasurer shall be in charge of all finances and shall keep accurate records.
5. The Student Body Association shall have the legislative powers of the Association and shall propose amendments to the Constitution and By-Laws.
6. Other committees shall be appointed by the President and approved by the Student Body Association as the need arises.

Section II - Eligibility of Officeholders:
1. Students must have at least a "C" average to be eligible to hold office.
2. Students must have no disciplinary action on record or pending to be eligible to hold office.

Article II - Election of Officers
Elections of officers of the Association shall be under the supervision of the Director of Student Life. The Vice President of Student Services & Enrollment Management shall prescribe the time and manner of election of the officers of the Student Body Association. The officers of the Association and the sophomore class for the succeeding year shall be elected during the latter part of April of each year.

Article III - Vacancies
Section I - If the President's office is vacated, the Vice President shall take over his office and a new Vice-President shall be elected. Section II - If the President and Vice President's office are vacated, a special election shall be held to fill these vacancies.

NOTICE OF COLLEGE POLICY AND STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions and Records. Request for access to records and personal data should be filed with the Vice President of Student Services & Enrollment Management.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading, or inappropriate. If a student wishes to challenge the contents, the Director of Admissions and Records will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties the school must have the student's written permission.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions and Records and/or Vice President of Student Services & Enrollment Management to relinquish control of a student's records, the requested action will be taken.
6. When a student seeks to enroll in another institution the student must approve the transfer of his/her record by personal signature.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request of directory information must be made within fourteen (14) calendar days from the date of registration. Forms requesting the deletion of information may be secured from the Office of the Director of Admissions and Records.

SEXUAL HARASSMENT

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the College is to fulfill its mission. East Central Community College is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the College community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the College's policy and will not be tolerated. The College will take every step to resolve grievances promptly. Any act by the College's employees or students of reprisal, interference, or any other form of retaliation, whether direct or indirect, against a student or employee for raising concerns covered by this policy is also a violation of this policy. Accordingly, members of the College community are prohibited from acts of reprisal against individuals who bring grievances or are involved as witnesses in any action connected with this policy.

A. Applicability

This policy applies to all officers and employees of the College, students, and persons who serve the College as its agents and are under the control of the College.

B. Sexual Harassment-Definitions

Two categories of sexual harassment are recognized:

1. Quid Pro Quo – Sexual harassment presented as a "bargain" (quid pro quo). Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a superior position constitutes a "bargain-for sexual harassment" when submission by another is made either an explicit or implicit term or condition of employment or of academic standing. Quid pro quo harassment or "this for that" type harassment occurs when specific academic or employment benefits are withheld as a means of coercing sexual favors. Examples include, but are not limited to, threat of punishment, such as dismissal from a job or a lower grade in a course for refusal to comply with sexual advances; indicating that sexual favors could lead to a raise or better grades; or extorting sexual favor from an employee or student in exchange for academic or employment benefits. In this case, apparent consent of the submitting party is less relevant than the extent to

which sexual conduct is unwelcome. As defined here, "bargained-for sexual harassment" normally arises in the context of an authority relationship. This relationship may be direct, as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to direct others who have authority over the victim.

2. Environmental Sexual Harassment – Unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitute "environmental sexual harassment" when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment that unreasonably interferes with another's work, academic performance, or privacy. Generally, incidents of sexual harassment must be repeated and pervasive to qualify as environmental harassment. Environmental harassment can inflict emotional and psychological harm on individuals and can make relationships and the work or study environment unpleasant, threatening, and unproductive. However, there is no requirement that evidence of actual emotional or psychological harm be shown for environmental sexual harassment to be found to have occurred.

In determining whether alleged conduct constitutes sexual harassment as defined in this policy, the record will be considered as well as the context in which the conduct occurred. "Environmental sexual harassment" normally arises from a repeated and pervasive course of con- duct whereas "bargained-for sexual harassment" can be based on a single act. Facts will be judged based on what is reasonable to persons of ordinary sensitivity and not on the particular susceptibility of an individual, unless that susceptibility is known to the alleged harasser.

C. Reporting Procedures

Reports of sexual harassment will be treated as a grievance and should be reported to the following individuals:

1. Students should report alleged act(s) of sexual harassment involving other students to the Vice President of Student Services & Enrollment Management. The Vice President of Student Services & Enrollment Management will counsel the student who reported the alleged act(s) and will attempt to resolve the matter informally, as appropriate. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. If informal efforts are not successful in resolving the grievance, the student should refer to Policy 822.1, STUDENT GRIEVANCE PROCEDURES, to file a formal grievance. Upon receipt of a sexual harassment grievance, the Vice President of Student Services & Enrollment Management will report the grievance to the Title IX Coordinator.

2. Employees and students should report alleged acts of sexual harassment involving College employees to the Title IX Coordinator/Vice President of Student Services & Enrollment Management. The Title IX Coordinator will counsel the employee who reported the alleged act(s) and will attempt to resolve the matter informally, as appropriate. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. If informal efforts are not successful in resolving the grievance, the employee should refer to Policy 713, EMPLOYEE GRIEVANCE & COMPLAINT PROCEDURES, to file a formal grievance.

3. Students and employees who wish to file a sexual harassment grievance have the right to follow the due process procedures outlined in the Policies and Procedures Manual in Policy 822.1, STUDENT GRIEVANCE PROCEDURES, and Policy 713, EMPLOYEE GRIEVANCE & COMPLAINT PROCEDURES.

D. Penalties

Penalties will be determined based on facts of each case and the extent of harm to the College's interest, as well as any College record indicating previous similar wrongdoing by the accused person. Penalties will be set according to regulations governing student conduct and employment relationships. These regulations are described in the ECCC Policies and Procedures Manual and the ECCC Student Handbook.

E. Anti-retaliation Assurance

This policy seeks to encourage students and employees to express freely, responsibly, and in an orderly manner, opinions and feelings about any problem or grievance of sexual harassment. Any act of reprisal, including internal interference, coercion, and restraint, by a college employee or by one acting on behalf of the College, violates this policy and will promptly result in appropriate disciplinary action.

F. Improper Grievances
This policy should not be used to bring frivolous or malicious grievances against students or employees. If grievance has been made in bad faith, disciplinary action may be taken against the person bringing the grievance.

G. Confidentiality
Information generated during informal reviews and formal investigations necessary to enforce this policy will be given the full extent of confidentiality accorded by law to employee personnel records and student educational records. Any person who, without authorization, reveals such information will be subject to appropriate disciplinary action. The sharing of the content of the grievance(s) will be on a "need to know" basis and will depend on the type of review and response required by the grievance. In any case, when a grievance is being mediated or investigated, the accused will be informed of the specific details of the grievance.

H. Responsibility for Implementation
An employee in a supervisory position who has knowledge of conduct involving sexual harassment that may have occurred in his or her unit must act to address the matter immediately. Not doing so may result in serious consequences for the College and will be considered a breach of supervisory responsibility.

SEXUAL MISCONDUCT

East Central Community College (ECCC) is committed to providing and promoting an institutional environment where all employees and students may pursue their studies, careers, duties, and activities in an atmosphere free of the threat of unwelcome and unwanted sexual actions. The College strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized. In response to any reported sexual misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. Any behavior that constitutes sexual misconduct under this policy will subject the offender to disciplinary action, up to and including termination from employment or expulsion from the College, whether criminal charges are filed.

A. Introduction
Sexual misconduct of any form is harmful and illegal and will not be tolerated at ECCC. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the College and violate College policy. To foster a climate that encourages the reporting of sexual misconduct, ECCC will respond promptly, fairly, and decisively to all reports of sexual misconduct. Members of the college community accused of sexual misconduct will be subject to the college's disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of the college.

Cases of sexual misconduct are serious violations of the College's student regulations, faculty standards, and college employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suits for damage. ECCC will carefully review and/or investigate all reports to provide fair, efficient, and impartial evaluation and resolution.

ECCC is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies, and security programming to all current students, employees, and to any applicant who so requests.

B. Purpose & Scope of the Policy
The purpose of this policy is to provide the ECCC community with a clear set of guidelines regarding behavioral standards, as well as a common understanding of key concepts and definitions. This policy applies equally to all members of the college community: students, faculty, administrators, staff, contract employees, and visitors, regardless of race or gender. It is intended to guide and protect members of the College community who have been impacted by sexual misconduct as a grievant, respondent, or third party.

C. College Statement on Privacy & Confidentiality

The College Statement on Privacy and Confidentiality is intended to make members of the college community aware of the reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone at the College about what happened so they can get the support they need and so the College can respond appropriately. Professional counselors who provide personal counseling to members of the college community are not required to report any information about an incident to the Title IX Coordinator/Vice President of Student Services & Enrollment Management without a victim's permission. A victim can seek confidential assistance and support from college employees without triggering a college investigation that could reveal the victim's identity or that the victim has disclosed the incident. While maintaining a victim's confidentiality, these employees or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator/Vice President of Student Services & Enrollment Management. This limited report, which includes no information that would directly or indirectly identify the victim, assists the Title IX Coordinator/Vice President of Student Services & Enrollment Management with information about the general extent and nature of sexual violence on and off campus so that the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator/Vice President of Student Services & Enrollment Management, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator/Vice President of Student Services & Enrollment Management.

A victim who speaks to a college employee must understand that if the victim wants to maintain confidentiality, the College will be unable to investigate the incident or pursue disciplinary action against the alleged perpetrator. Even so, these employees will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, dis- ability, and health or mental health services. A victim who at first requests confidentiality may later decide to file a grievance with the college or report the incident to local law enforcement and have the incident fully investigated. If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the President in consultation with the Title IX Coordinator/Vice President of Student Services & Enrollment Management may be called upon to issue a timely warning to the community. Any such warning would not include any information that identifies the victim.

When a victim informs an ECCC police officer, or the Title IX Coordinator/Vice President of Student Services & Enrollment Management about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. At that time, the College will need to determine what happened including the names of the victim and alleged perpetrator(s), any witnesses, and any relevant facts including the date, time, and specific location of the alleged incident. To the extent possible, information gathered during an investigation will be shared only with the appropriate College staff. ECCC will make every effort to protect students' and employees' privacy and confidentiality.

D. Title IX Coordinator/Vice President of Student Services

The oversight and implementation of this Sexual Misconduct Policy is the responsibility of the Title IX Coordinator/Vice President of Student Services & Enrollment Management. The Title IX Coordinator/Vice President of Student Services & Enrollment Management can be reached at 601-635-6267. To reach the Title IX Coordinator/Vice President of Student Services & Enrollment Management after hours or in an emergency, please contact Campus Police at 601-527-8939 or call 911.

E. Definition of Terms

Sexual misconduct can be defined as any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent, including, but not limited to, sexual harassment, sexual violence, sexual exploitation, stalking, cyber- stalking, bullying and cyber-bullying, aiding or facilitating the commission of a violation, and/or retaliation.

1. Sexual Assault – Sexual assault is defined as a forcible or non-forcible sex offense, i.e., sexual intercourse or sexual contact with an- other person by forcible compulsion (such as coercion) and/or without consent. Absence of protest is not consent. Acts of sexual assault include any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation by mouth-to-genital contact or genital-to-mouth contact.

2. Consent – Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given; past consent does not imply future consent; and, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Consent may never be given by minors (in Mississippi, those not sixteen (16) years of age), mentally disabled persons, and those who are incapacitated as a result of alcohol or another drug consumption (voluntary or involuntary), or those who are unconscious, unaware, or otherwise physically helpless. Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.
3. Incapacitation – Incapacitation is defined as a person not being able to resist sexual activity due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent. It is a violation if the initiator has sex with someone the initiator knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep, or illness. An incapacitated person is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Someone is incapacitated when they cannot understand who, what, when, where, why, or how, in regard to sexual interaction.
4. Sexual Exploitation – Sexual exploitation is an act(s) committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. This includes but is not limited to non-consensual video or audio taping of sexual activity, stalking with a sexual component, and voyeurism for personal sexual pleasure.
5. Intimidation – Sexual intimidation involves stalking, indecent exposure, and/or threatening another person that you will commit a sex act against them.
6. Stalking – Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her,his, or other's safety, or to suffer substantial emotional distress.
7. Domestic Violence – Domestic violence includes misdemeanor or felony crimes of violence committed by a current or former spouse, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated under domestic or family violence laws, or anyone else protected under domestic or family violence law.
8. Dating Violence – Dating violence is defined as violence by a person who has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on consideration of the following factors: length, type, and frequency of interaction of the relationship.
9. Retaliation – Retaliation is defined as acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct.

F. Resources & Support

College Resources for Victims of Sexual Assault - ECCC encourages all members of the campus community to report any incident of sexual misconduct. Because of the sensitive nature surrounding sexual misconduct allegations, the college offers confidential resources and support. Members of the college community have access to resources provided by the College that can provide crisis intervention services, counseling, and academic support. All of the staff and faculty listed below are trained to support individuals affected by sexual misconduct and to coordinate with the Title IX Coordinator/Vice President of Student Services & Enrollment Management consistent with the College's commitment to a safe and healthy educational environment. These resources will maintain the privacy of an individual's information within the limited circle of those involved in the Title IX resolution process:

- Title IX Coordinator/Vice President of Student Services & Enrollment Management: 601-635-6267
- Chief of Campus Police and Campus Police Officers: 601-635-6268
- Director of Student Success: 601-635-6402

Community Resources for Victims of Sexual Assault – A student who believes he or she has been the victim of sexual misconduct may also contact the following community agencies:

- Decatur Family Medical Clinic: (601) 635-2258
- Laird Hospital – Union: (601) 774-8214

- Professional Crisis Intervention Counseling can be provided by Weems Mental Health professionals located in Leake County at (601) 267-3551; Neshoba County at (601) 656-3451; Newton County at (601) 635-3342; and Scott County at (601) 469-2211
- Newton Crisis Intervention Center Central Mississippi - (601) 683-4300
- The Wesley House Community Center in Meridian is an official Sexual Assault Center that can provide: (1) a Sexual Assault team composed of the Victim Services staff, law enforcement, Sexual Assault Nurse Examiners, and Sexual Assault Response Team as well as Professional Therapists available for clients and their families. Appointments can be made by calling the center and requesting an appointment at (601) 485-4736.
- National Sexual Assault Hotline: (800) 656-4673

Academic and Housing Accommodations – A student who believes he/she has been the victim of sexual misconduct as well as a student who has been accused of sexual misconduct may contact the Vice President of Student Services & Enrollment Management at 601-635-6267 to request consideration of the following interim actions when related to the incident or accusation of sexual misconduct:

- Interim suspension of an accused student or employee.
- Making alternative housing or workplace arrangements.
- Modifying class or work schedules, as necessary.
- Addressing other academic or workplace concerns, e.g. incompletes, leaves, or withdrawal.
- No-contact directives.
- Involving law enforcement to assist with order or safety; and/or
- Any other appropriate actions warranted by the circumstances.

G. Reporting Sexual Misconduct

ECCC encourages all members of the campus community to report any incident of sexual misconduct. The College has adopted procedures to promptly and fairly address concerns, complaints, and grievances about sexual misconduct. Student complaints or grievances may be submitted informally or formally via the College's Student Complaint Procedures or Student Grievance Procedures. Employee complaints or grievances may be submitted informally or formally via the College's Employee Grievance and Complaint Procedures. Although there is no time limit on filing a grievance with College administration, students and employees are highly encouraged to report incidents of or share information about sexual misconduct as soon as possible after the incident occurred. The College may ultimately be unable to adequately investigate if too much time has elapsed or if an accused individual has left the institution. Other factors that could negatively affect the College's ability to investigate include the loss of physical evidence or the potential departure of witnesses. The standard of proof as recommended by the Office of Civil Rights used in sexual misconduct hearings will be "preponderance of evidence" or "more likely than not" that the violation did/did not occur. There are two options students or employees can pursue to make a formal grievance of sexual misconduct.

1. Filing a Grievance with College Administration
   Students may file a grievance of sexual misconduct by a college employee or by another student by contacting the Title IX Coordinator/Vice President of Student Services & Enrollment Management 601-635-6267. College administration will counsel students and employees regarding the grievance process.

2. Making a Report to Law Enforcement
   In the case of an emergency, victims should call 911 from wherever they are, and a law enforcement official will respond to assist them. In non-emergency situations, allegations of sexual misconduct can also be reported to the campus police at 601-635-6268 and after hours at 601-527-8939. Victims of rape should attempt to preserve evidence by making every effort to save anything that might contain the perpetrator's DNA. Therefore, a victim should not bathe or shower, use the restroom, change clothes, comb hair, clean up the scene, or move anything the offender may have touched. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

H. Investigation of Grievances
Care and consideration of the victim's wishes will be considered throughout the intervention process. Individuals who feel that they are victims of any sexual misconduct are encouraged to file a complaint or grievance with the Title IX Coordinator/Vice President of Student Services & Enrollment Management or the Campus Police Department. The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the office of the Title IX Coordinator/Vice President of Student Services & Enrollment Management. The lead investigator for any sexual misconduct issues will typically be the college's Title IX Coordinator/Vice President of Student Services & Enrollment Management. If circumstances arise where it is inappropriate for this person or this person is unable to serve as the lead investigator, the responsibility will be assigned to another campus official trained in issues of sexual misconduct. For student and employee grievances against a student of the College, results of the investigation and/or the subsequent hearing will be referred to the Vice President of Student Services & Enrollment Management for consideration of possible disciplinary action against an accused student using the list of possible sanctions below. For student and employee grievances against an employee of the College, results of the investigation and/or the subsequent hearing will be referred to the Vice President for Business Operations for consideration of possible disciplinary action against an accused employee using the list of possible sanctions below.

I. Student and Employee Rights
ECCC takes all claims of sexual misconduct seriously and will afford certain rights to individuals involved in such conduct, whether they are a grievant or the accused. The rights for a grievant and an accused include:

- The right to an investigation and appropriate resolution of all credible complaints or grievances of sexual misconduct made in good faith to college administrators.
- The right to have complaints or grievances of sexual misconduct responded to quickly and with sensitivity.
- The right to be treated with respect by College officials.
- The right to preservation of confidentiality to the extent possible and allowed by law.
- The right to a grievance hearing closed to the public.
- The right to have complaints or grievances filed with and investigated by employees who have received sexual misconduct adjudication training.
- The right to be fully informed of any hearing policies and procedures as well as the nature and extent of all alleged violations contained within the grievance.
- The right to bring an advisor (a student, faculty member, other adult, etc.) to all phases of the investigation and hearing proceeding. The advisor may not speak without permission but may only advise.
- The right to present relevant witnesses to any hearing proceeding.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to appeal the finding of the Hearing Committee according to established procedures for student due process or employee due process as determined by the College; and
- The right to be informed (simultaneously for the grievant and the accused) verbally and in writing of the outcome of the investigation and/or hearing proceedings and applicable appeal procedures.

J. Sanctions
Examples of possible sanctions for sexual misconduct include, but are not limited to:

- Expulsion/Termination from the College: Permanent separation of the student or employee from the College and all College functions or activities.
- Suspension from the College: Suspension for a definite period of time or temporary separation of the student or employee from the College and all College functions or activities.
- Disciplinary Probation: Probation with or without loss of designated privileges for a definite period of time. The violation of the terms of disciplinary probation may be grounds for suspension, expulsion, and/or termination from the College.
- Loss of Privileges: Loss of privileges as may be consistent with the offense committed and the rehabilitation of the student or employee. Examples include, but are not limited to, removal from the residence hall or campus housing and/or suspension from campus activities, i.e. athletic contests,

intramurals, other extra-curricular activities.

- Appropriate Training: Students or employees may be required to attend sensitivity or other appropriate training.
- Fines: Students may be fined according to the Student Disciplinary Procedures where appropriate; and
- Other appropriate sanction(s) as determined by College administration. Depending on the severity of the sexual misconduct behavior(s) and/or action(s), multiple sanctions may be administered by College administration to the accused student or employee.

STUDENT COMPLAINT PROCEDURES

The purpose of the policy addressing student complaints is to provide equitable and orderly processes to resolve complaints by students at East Central Community College. A student complaint is defined as a difference or dispute between a student and the College or a student and a college employee related to services rendered. Any student who wishes to make a complaint to East Central Community College about a college program, course assignment, classroom practice, service of the college, employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

There are distinct student complaints, defined by the College as student grievances, not governed by this policy. Grievances include incidents related to perceived violations of college policies, perceived sexual, racial, and other harassment, and/or perceived discrimination based on race, color, national origin, gender, and/or disability. In these instances, students should refer to Policy 822.1, STUDENT GRIEVANCE PROCEDURES. In addition, students should refer to Policy 821, STUDENT DISCIPLINARY PROCEDURES AND DUE PROCESS for all matters related to the student disciplinary process.

East Central Community College encourages students to resolve complaints that affect their college experience as informally as possible. Therefore, for all student complaints, the student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. Often, student complaints can be resolved informally, however, if informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

Non-instructional Matters

Students who wish to complain about non-instructional matters should contact the Dean of Students within ten (10) working days of the occurrence of the incident upon which the complaint is based. The name and contact information of the student filing the complaint, the nature of the complaint, the remedy sought, previous efforts to informally resolve the complaint, and all other pertinent information must be in writing and either be delivered in person or mailed to the Dean of Students, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 267 or 228. Failure to give such written notice to the Dean of Students within the timeframe described above shall constitute a waiver by the student to present his/her complaint.

All complaints of a non-instructional nature will be referred by the Dean of Students to an appropriate college official for response. A college official not directly involved in the complaint will review the facts and make the final determination regarding the complaint. A timely response will be given to the student and the Dean of Students by the appropriate college official.

If the student is not satisfied with the resolution of the complaint, the student may appeal the decision in writing to the Dean of Students within three (3) working days of notification of the decision. Failure to give such written notice to the Dean of Students within the timeframe described above shall constitute a waiver by the student of any further consideration of the matter.

Upon receipt of an appeal under the provisions of this complaint policy, the Dean of Students will investigate the complaint. The Dean of Students, in his/her discretion, may require the submission of additional evidence prior to deciding on the student's complaint or may schedule a meeting with the student to further discuss the complaint. In any meeting with the student to discuss the complaint, the appropriate college official who presented the initial response shall be in attendance to address questions. A timely response

will be given to the student by the Dean of Students. The decision of the Dean of Students shall be deemed final with regard to non-instructional student complaint procedures at East Central Community College. The above steps shall exhaust full recourse available at the College for all non-instructional student complaints. No adverse action will be taken against a student filing a complaint or an appeal under the provisions of this policy solely based on the complaint filed.

Instructional Matters
Students who wish to complain about instructional matters should contact the Executive Vice President within ten (10) working days of the occurrence of the incident upon which the complaint is based. The name and contact information of the student filing the complaint, the nature of the complaint, the remedy sought, previous efforts to informally resolve the complaint, and all other pertinent information must be in writing and either be delivered in person or mailed to the Executive Vice President, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 203. Failure to give such written notice to the Executive Vice President within the time- frame described above shall constitute a waiver by the student to present his/her complaint.

All complaints of an instructional nature will be referred by the Executive Vice President to an appropriate college official for response. A college official not directly involved in the complaint will review the facts and make the final determination regarding the complaint. A timely response will be given to the student and the Executive Vice President by the appropriate college official.

If the student is not satisfied with the resolution of the complaint, the student may appeal the decision in writing to the Executive Vice President within three (3) working days of notification of the decision. Failure to give such written notice to the Executive Vice President within the timeframe described above shall constitute a waiver by the student of any further consideration of the matter.

Upon receipt of an appeal under the provisions of this complaint policy, the Executive Vice President will investigate the complaint. The Executive Vice President, in his/her discretion, may require the submission of additional evidence prior to deciding on the student's complaint or may schedule a meeting with the student to further discuss the complaint. In any meeting with the student to discuss the complaint, the appropriate college official who presented the initial response shall be in attendance to address questions. A timely response will be given to the student by the Executive Vice President. The only instructional matters that may be appealed by a student through due process procedures are those that relate to charges of academic dishonesty (refer to Policy 821, STUDENT DISCIPLINARY PROCEDURES AND DUE PROCESS). and perceived errors in the transmittal of grades (refer to Policy 404.3.1., CONTESTING FINAL GRADES). Therefore, the decision of the Executive Vice President shall be deemed final with regard to instructional student complaint procedures at East Central Community College.

The above steps shall exhaust full recourse available at the College for all instructional student complaints. No adverse action will be taken against a student filing a complaint or an appeal under the provisions of this policy solely based on the complaint filed.

Documentation
East Central Community College shall maintain comprehensive records of all non-instructional and instructional complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation of all non- instructional and instructional complaints required to support this policy shall be maintained in the Vice President of Student Services & Enrollment Management's office (non-instructional) and the Executive Vice President's office (instructional). Documentation will contain the following:

1. Student Handbook, College Catalog, and Policies and Procedures Manual;
2. a log of complaints; and
3. all individual complaint files.

A log of all non-instructional and instructional complaints will be maintained in the Vice President of Student Services & Enrollment Management's office (non-instructional) and the Executive Vice President office (instructional). Each log will contain the following:

1. a complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;

2. the date of receipt of the complaint;
3. the name and address of the complainant;
4. the name of the individual(s) assigned to handle the complaint;
5. the date of response to the complaint;
6. the date of resolution; and
7. the final disposition of the complaint.

An individual file for each non-instructional and instructional complaint will be maintained in the Vice President of Student Services & Enrollment Management's office (non-instructional) and the Executive Vice President's office (instructional). Each individual file will include the following information.

1. the initial complaint;
2. all correspondence related to the complaint; and
3. written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.

STUDENT GRIEVANCE PROCEDURES

East Central Community College defines a student grievance as a claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a college policy or a state or federal law. A grievance against the College and/or a college official arises when a student believes, based on established administrative policies and procedures, he or she has been subjected to discriminatory behavior by a department or College representative (faculty or staff) acting within their role and duty. A grievance of personal misconduct by a faculty member or other College employee arises when a student believes he or she is the subject of inappropriate behavior outside of the employee's role and duties within the College. Students who wish to file a grievance concerning any of the issues listed above should follow the procedures herein. Student grievances related to sexual misconduct should follow procedures outlined in Policy 740.1,
SEXUAL MISCONDUCT.

Informal Grievance Resolution
Prior to bringing a formal grievance forward against the College or a College official acting within his/her role or duty, students are encouraged to attempt a good-faith resolution of the grievance. This attempt may be made with the party directly involved in the disputed matter, or with the chairperson of the department or division in which the grievance arises. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. Attempts at informal resolution should be initiated within thirty (30) calendar days of the incident in dispute.

Formal Grievance Resolution
Should a situation arise in which a student is unable to resolve his or her grievance informally, the college's formal student grievance process presented in this policy may be employed. The Executive Vice President or the Vice President of Student Services & Enrollment Management will address the student grievance based upon the nature and content of the grievance.

Discrimination Related Grievance (Title VI/Title IX other than Sexual Misconduct)
A student grievance related to discrimination and perceived non-compliance with provisions of Title VI of the Civil Rights Act of 1964 and
its amendments or Title IX of the Higher Education Act of 1965 and its amendments should be presented to the Executive Vice President within thirty (30) calendar days of the occurrence of the incident upon which the grievance is based. Failure to give such written notice to the Executive Vice President within this timeframe shall constitute a waiver by the student to present his/her grievance. The written grievance must be signed by the student and contain, at a minimum:

1. name, address, and contact information of the student filing the grievance;
2. the identity of the individual or office against whom the grievance is brought;
3. a description of the specific action(s) or behavior(s) resulting in this grievance including date(s);
4. an explanation of how a law identified above or a college policy was allegedly violated by the action(s) or behavior(s);
5. a brief summary of the evidence supporting the allegation(s) including witness(es), if any; and
6. the remedy sought by the student.

The written student grievance must either be delivered in person or mailed to the Executive Vice President, East Central Community College,
P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-6203.

Disability-Related Grievance
(ADA/Section 504)
A student grievance related to a disability and perceived non-compliance with provisions of Section 504 of the Rehabilitation Act of 1973 and its amendments and/or the Americans with Disabilities Act of 1990 and its Amendments should be presented to the Vice President of Student Services & Enrollment Management within thirty (30) calendar days of the occurrence of the incident upon which the grievance is based. Failure to give such written notice to the Vice President of Student Services & Enrollment Management within this timeframe shall constitute a waiver by the student to present his/her grievance. The written grievance must be signed by the student and contain, at a minimum:

1. name, address, and contact information of the student filing the grievance;
2. the identity of the individual or office against whom the grievance is brought;
3. a description of the specific action(s) or behavior(s) resulting in this grievance including date(s);
4. an explanation of how a law identified above or a college policy was allegedly violated by the action(s) or behavior(s);
5. a brief summary of the evidence supporting the allegation(s) including witness(es), if any; and
6. the remedy sought by the student.

The written student grievance must either be delivered in person or mailed to the Vice President of Student Services & Enrollment Management, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 267.

Investigation of a Student Grievance
Upon receipt of a formal grievance by a student (herein after "the Grievant") under the provisions of this policy, the appropriate Vice President will investigate to determine if there is reasonable cause to believe a specific provision of a college policy or a state or federal law has been violated by the College or an official of the College. The investigation conducted by the appropriate Vice President may involve inter- viewing witnesses, meeting with the parties involved, requesting written statements from the witnesses and/or parties, and/or making any other appropriate inquiries. Before any determination is made, the individual whose actions are the subject of the grievance (herein after "the Respondent") will be informed as to the nature of the grievance and will have an opportunity to respond. The investigation is designed to provide a fair and reliable determination about whether the College's nondiscrimination policy or a state or federal law has been violated. Following the conclusion of the investigation, the appropriate Vice President will meet with the Grievant and the Respondent to inform each of the results of the investigation. If, based on the preponderance of the evidence, a violation has been confirmed, the College will implement a prompt and effective remedy designed to end the action(s) or behavior(s) that are the subject of the grievance, prevent its recurrence, and address its effects. In addition, the Vice President will notify any other college officials, as appropriate, of the outcome of the investigation to determine a course of action against the Respondent.

Appeal to a Student Grievance Committee
If the Grievant is not satisfied with the results of the investigation, he/she may submit an appeal of the decision of the Vice President and re- quest a hearing before a Student Grievance Committee. The appeal must be in writing and signed by the Grievant and must be submitted within three (3) working days of notification of the Vice President's decision. The appeal must either be delivered in person or mailed to the appropriate Vice President using the mailing address and contact information above. Failure to give such written notice to the appropriate Vice President within the timeframe described above shall constitute a waiver by the Grievant of any further consideration of the grievance. The letter of appeal regarding a student grievance should contain, at a minimum:

1. name, address, and contact information of the student filing the appeal; and
2. reason(s) for filing the appeal.

Upon receipt of an appeal in the case of a student grievance, the appropriate Vice President will inform the President. At that time, the President will appoint a three (3)-member Student Grievance Committee to hear the student's appeal of the grievance. The Student Grievance Committee will be made up of one (1) member

of the faculty, one (1) member of the professional staff or administration, and (1) currently enrolled student. No member of the Committee may be personally or professionally associated with the grievance. The appropriate Vice President will schedule a hearing before the Student Grievance Committee within ten (10) days of the receipt of the appeal.
At the hearing of the Student Grievance Committee, the appropriate Vice President will serve as the Chairperson of the hearing and shall not cast a vote. As chairperson, the Vice President will be responsible for the conduct of the hearing which may include limiting questioning and testimony to relevant issues. During the hearing, the Grievant and the Respondent shall have the following rights:

1. The right to be advised by a personal advisor of their choice, at their expense, and to be accompanied by that advisor at the hearing. Please note that an advisor may only consult and advise the Grievant or Respondent, but not speak at the hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The College may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation as explained above. Also, if the Grievant or Respondent will be accompanied by an advisor, he/she must inform the Vice President at least five (5) calendar days before the schedule date of the hearing.
2. The right to present the testimony of witnesses as well as other evidence relevant to the grievance;
3. The right to cross-examine witnesses; and
4. The right to examine all submitted documents and other evidence, subject to confidentiality protections that may apply.

During the hearing, the Student Grievance Committee may ask questions of the Grievant, the Respondent, and any witnesses in order to gather additional information about the grievance. The Student Grievance Committee is not bound by federal or state rules of evidence, but shall make all decisions based on the relevant evidence submitted and/or presented as part of the proceeding. The Vice President conducting the hearing will appoint a college employee to take minutes during the hearing before the Student Grievance Committee.

Upon the conclusion of the hearing, the Student Grievance Committee shall enter into Executive Session and determine whether the preponderance of the evidence submitted or presented as part of the proceeding demonstrates that the Respondent has violated the policy and/or law at issue. Within ten (10) calendar days of the hearing, the Student Grievance Committee will issue a brief written statement to the Vice President as to their determination. If a majority of the Student Grievance Committee finds that no policy or law has been violated, the Committee shall dismiss the grievance and the Vice President shall inform the Grievant and the Respondent of the outcome. If a majority of the Student Grievance Committee finds that the Respondent has violated the policy and/or law at issue, the Vice President shall inform the Grievant and the Respondent of the outcome. In addition, the Vice President will notify any other college officials, as appropriate, of the outcome of the Student Grievance Committee so that a prompt and effective remedy can be formulated to end the action(s) or behavior(s) that are the subject of the grievance, prevent its recurrence, address its effects, and determine an appropriate course of action against the Respondent.

Appeal to the President
If the Grievant is not satisfied with the determination of the Student Grievance Committee, he/she may submit an appeal to the President of the College. The appeal must be in writing and signed by the Grievant and must be submitted within three (3) working days of notification of the Student Grievance Committee's decision. The appeal must either be delivered in person or mailed to the President, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 201. Failure to give such written notice to the President within the timeframe described above shall constitute a waiver by the Grievant of any further consideration of the grievance. The letter of appeal regarding a student grievance should contain, at a minimum:

1. name, address, and contact information of the student filing the appeal; and
2. reason(s) for filing the appeal.

Upon receipt of an appeal in the case of a student grievance, the President shall consider the record of the hearing before the Student Grievance Committee in making his/her decision. However, the President, in his/her discretion, may require the submission of additional evidence prior to deciding on the student's appeal or may schedule a meeting with the Grievant and the Respondent to discuss the grievance. In any meeting with the Grievant and the Respondent to discuss the grievance, the chairperson of the Student Grievance Committee, or the chairperson's designated representative, shall represent the Committee.

The decision of the President shall be transmitted within three (3) working days, in writing, to the Grievant and the Respondent. The decision of the President of East Central Community College on the appeal of a student grievance will be deemed final.

The above steps shall exhaust full recourse available at the College for all student grievances. Documentation of grievances filed under this policy shall be maintained in the office of the appropriate Vice President as described in Policy 822, STUDENT COMPLAINT PROCEDURES.

Complaint to State
After exhausting the College's grievance policy, a student who did not receive a satisfactory resolution at the College may follow the State complaint process of the Mississippi Commission on College Accreditation (MCAA).

Information about the State complaint process can be found at www.mississippi.edu/mcca/student_complaint_process.asp. Students who wish to initiate and file a complaint at the State level must do so at this website. Please note that according to the MCCA, in order for an investigation to be initiated, the student must have exhausted all available grievance procedures established by the institution.

SERVICE ANIMALS & ASSISTANCE ANIMALS

PURPOSE
To provide guidelines for Service & Assistance Animals as outlined under Section 504 of the Rehabilitation Act of 1973 ("Rehabilitation Act") and the Americans with Disabilities Act as amended (ADA).

POLICY/PROCEDURE
In compliance with applicable law, East Central Community College (ECCC) generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities, and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. (For policies regarding assistance animals – including emotional support animals - that do not meet the definition of a "service animal," please see the section below entitled Policy on Assistance Animals). ECCC may not permit service animals when the animal poses a direct threat to the life, health, safety, or welfare of the ECCC community or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. ECCC will make those determinations on a case-by-case basis.

DEFINITIONS
1. Handler: A handler is the person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.
2. Service Animal: A service animal includes a dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under ADA regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual's disability. Examples include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing non-violent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or the telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and/or helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.
3. Assistance Animal: An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy College housing. An assistance animal may provide physical assistance, emotional support, calming, stability, and other kinds of assistance. Assistance animals do not perform work or tasks that would qualify them as "service animals" under the ADA. Assistance animals that are not service animals under the ADA may still be permitted, in certain circumstances, in College Housing pursuant to the Fair Housing Act.

POLICY ON SERVICE ANIMALS

1. Inquiries Regarding Service Animals: In general, ECCC will not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. ECCC may ask:
   a. Is this a service animal that is required because of a disability?
   b. What work or tasks have the animal been trained to perform?

   ECCC cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, ECCC may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability, e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or aiding with stability or balance to an individual with an observable mobility disability.

   Specific questions related to the use of service animals on the ECCC campus by visitors can be directed to the ADA Coordinator/Dean of Students, (601) 635-6228.

2. Responsibilities of Handlers: Students who wish to bring a service animal to campus should collaborate with the ADA Coordinator/Dean of Students, especially if other academic accommodations are required. Additionally, students who plan to live in on-campus housing should inform the Department of Housing that they need to have a service animal with them in student housing. Advance notice of a service animal for on-campus housing may allow more flexibility in meeting student's specific requests for housing while lack of advance notice may delay meeting students' specific requests for housing. Students or College employees with service animals should contact the ADA Coordinator/Dean of Students.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements, and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

3. Service Animal Control Requirements:
   a. The animal should be on a leash when not providing a needed service to the handler unless the leashing directly impedes a service animal's ability to perform its trained task(s).
   b. The animal should respond to voice or hand commands at all times and be in full control of the handler.
   c. To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.
   d. Identification – It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.
   e. Science labs, boiler rooms, or other areas with special safety or logistical consideration may not be accessible to animals under certain circumstances. Handlers who wish to access specialized facilities of this nature should notify the ADA Coordinator/Dean of Students office as early as possible so that the office can work with appropriate administrators to determine what accommodations are possible. Depending on the nature of the animal and the circumstances, the College may impose additional reasonable requirements for the health, safety, and effective functioning of the College community.

4. Animal Etiquette: To the extent possible, the handler should ensure that the animal does not:
   a. Sniff people, cafeteria/grill tables or the personal belongings of others.
   b. Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler.
   c. Block an aisle or passageway for fire egress.

5. Waste Cleanup Rule: Cleaning up after the animal is the sole responsibility of the handler. If the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:
   a. Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
   b. Properly dispose of waste and/or litter in appropriate containers.
   c. Any cost incurred for waste cleanup is the sole responsibility of the handler.

6. Removal of Service Animals:

   An out-of-control service animal may be ordered removed from the campus by ECCC. A handler may be directed to remove an animal that is out of control, and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any College facility until the handler can demonstrate that they have taken significant steps to mitigate the behavior.

   A handler may be directed to remove an animal that is not housebroken.

   A handler may be directed to remove an animal that the College determines to be a direct threat to the life, health, safety, or welfare of the College community. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a healthcare facility, certain laboratories, or mechanical or industrial areas.

   Where a service animal is properly removed pursuant to this policy, the College will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

7. Healthy Animals: Dogs must have documentation of current vaccination against rabies and a clean bill of health from a veterinarian. Dogs must be on a flea and tick program at the handler's expense, and the handler must provide proof of flea prevention.

8. Conflicting Disabilities: Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. ECCC will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students, faculty, or staff requesting allergy accommodation should contact the Dean of Students/ADA Coordinator.

9. Service Dogs in Training: A dog being trained has the same rights as a fully trained dog when accompanied by a handler and identified as such in any place of public accommodation. Handlers of service dogs in training must also adhere to the requirements for service animals and are subject to the removal policies as outlined in this policy.

POLICY ON ASSISTANCE ANIMALS IN COLLEGE HOUSING (COMMONLY CALLED COMFORT OR EMOTIONAL SUPPORT ANIMALS)

ECCC will allow an assistance animal if certain conditions are met. The animal must be necessary for the resident with a disability to afford an equal opportunity to use the residence, and there must be an identifiable relationship between the resident's disability and the assistance the animal provides. An accommodation is unreasonable if it presents an undue financial or administrative burden on the College, poses a direct threat to the life, health, safety, or welfare of the College community, and/or constitutes a fundamental alteration of the nature of the service or program.

Requests for assistance animals in on-campus residence halls should be made by:

a. Submitting medical/reasonable documentation from a licensed medical professional to the Dean of Students/ADA Coordinator (601-635-6228); and
b. Making an accommodation request to the Director of Housing (601-635-6366) via the Housing Application upon being admitted to the College.

There must be a link between the animal and the resident's disability. Emotional distress resulting from having to give up an animal because of a "no pets" policy does not qualify a person for an accommodation under federal law. Any student approved an assistance animal in ECCC facilities must also meet HUDs requirements/policies for animal health and behavior to include the following:

a. Dogs must have documentation of current vaccination against rabies and a clean bill of health from a veterinarian.
b. All other animals must have a clean bill of health from a veterinarian.
c. All animals must be on a flea and tick program at the handler's expense, and the handler must provide proof of flea prevention.

GRIEVANCES

If an individual is dissatisfied by a decision concerning a service animal or assistance animal, or if a student feels he or she has suffered discrimination or harassment based on his or her disability, the student may submit a grievance to the Vice President of Student Services & Enrollment Management (601-635-6267) using the Disability-Related Grievance (ADA/Section 504) procedures found in Policy 822.1, STUDENT GRIEVANCE PROCEDURES.

DRUG AND ALCOHOL AWARENESS

INTRODUCTION

Federal law requires that every student and employee of East Central get a copy of this brochure. The intent of the requirement is to make you aware of the risks associated with substance abuse. We have tried to include the basic information in a style which is easy to use. It is our goal that you use this information as you make personal decisions about your life.

EAST CENTRAL'S POLICIES

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at East Central Community College. One's employment at East Central is contingent on the acceptance of the terms of this policy, and employees engaging in such activities are subject to a review of their employment status. The following regulations of student conduct have been developed...Possession and/or use of alcoholic beverages, narcotics or other controlled substances are prohibited and are cause for dismissal. Violators will be required to appear before the appropriate authorities for disciplinary action. Students found guilty by the Discipline Committee are subject to expulsion from school.

AVAILABLE SERVICES

Please contact one of the following personnel to refer someone who needs assistance:
Mr. Johnny Martin, Campus Police Chief
Mr. James Miller, Vice President of Student Services & Enrollment Management
Ms. Sonya Salter, Mental Health Counselor

FEDERAL SANCTIONS

Federal Trafficking Penalties as of January 1, 1996

CSA	PENALTY 2nd Offense	1st Offense	QUANITITY	DRUG	QUANITITY	PENALTY 2nd Offense	1st Offense
I & II	Not less than 10 years, not more than life.	Not less than 5 years, not more than 40years.	10-99 gm pure Or 100-999 gm Mixture	METHAMPHETAMINE	100 gm or more Pure or 1 kg or More mixture	Not less than 10 years, not more than life.	Not less than 20 years, not more than life.
			100-999 gm Mixture	HEROINE	1 kg or more mixture		
			500-4,999 gm Mixture	COCAINE	5 kg or more mixture		
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years, or more than life.	5-49 gm mixture	COCAINE BASE	50 gm or more mixture	If death or serious injury not less than 20 years, or more than life.	If death or serious injury, not less than life.
			10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture	Fine of not more than $4 million individual, $10 million other than individual.	Fine of not more than $8 million individual, $20 million other than individual.
	Fine of not more than $4 million individual, $10 million other than individual.	Fine of not more than $2million individual, $5million other than individual.	10-99 gm mixture	FENTANYLANALOGUE	100 gm or more mixture		

Federal Trafficking Penalties as of January 1, 1996

	DRUG	QUANTITY	FIRST OFFENSE	SECOND OFFENSE
	Others (Law does not include marijuana, hashish or hash oil.)	ANY	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual.
III	ALL	ANY	Not more than 5 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual.
IV	ALL	ANY	Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual.
V		ANY	Not more than 1 year. Fine not more than $100,000 individual, $250,000 not individual	No more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual

QUANTITY	DESCRIPTION	FIRST OFFENSE	SECOND OFFENSE
1,000 kg or more mixture; or 1,000 or more plants	MARIJUANA	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual	Not less than 20 years, not more than life. If death or serious injury, not more than life. Fine not more than $8 million individual, $20 million other than.
100 kg to 999 kg; or 100-999 plants	MARIJUANA	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.
50-99 kg mixture; or 50 to 99 plants	MARIJUANA	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.	Not more than 30 years. If death or serious injury, not more than life. Fine $2 million individual, $10 million other than individual.
Less than 50 kg mixture	MARIJUANA	Not more than 5 years. Fine not more than $250,000, $1 million other than individual.	Not more than 10 years. Fine $500,000 Individual, $2 million other than individual
10 kg or more	HASHISH		
1 kg or more	HASHISH OIL		

STATE SANCTIONS

Mississippi Drug Trafficking Penalties (Except Marijuana)

	First Offense	Subsequent Offenses
Schedules I and II	Maximum jail term of 30 years or Maximum fine of $1,000,000 or both	Twice the penalty for a first offense See notes 1 and 2
Schedules III and IV	Maximum jail term of 20 years or Maximum fine of $250,000 or both	Twice the penalty for a first offense See notes 1 and 2
Schedule V	Maximum jail term of 10 years or Maximum fine of $50,000 or both	Twice the penalty for a first offense See notes 1 and 2

Note 1: Sale or transfer of certain amounts of marijuana and other controlled substances within a 12-month period carries a sentence of life imprisonment with no possibility of parole or suspension.

Note 2: Anyone over 21 years old convicted of sale or manufacturing of Schedule I-V drugs to a person under 21 years of age may be fined as set out above and may be imprisoned for twice the stated time.

Mississippi Possession Penalties (Except for Marijuana)

	First Offense	Subsequent Offenses
1. Schedules I and II	Maximum jail term of 3 years or Maximum fine of $30,000 or both	Twice the penalty for a first offense.
2. Schedules III, IV, and V	Maximum jail term of 1 year or Maximum fine of $5,000 or both	Twice the penalty for a first offense.

Mississippi Marijuana Penalties

A. Trafficking
1. First offense - one ounce or less; Maximum jail term of 3 years; or Maximum fine of $3,000, or both
2. First offense - less than one kilogram but more than one ounce; Maximum jail term of 20 years; or Maximum fine of $30,000, or both
3. First offense - one kilogram or more; Maximum jail term of 30 years; or Maximum fine of $1,000,000, or both
4. Subsequent offenses - Twice the above-stated penalties
5. See Notes 1 and 2 above

B. Possession
1. One ounce or less
* First Offense - fine of $100 to $250
* Second Offense within 2 years - fine of $250 and 5 to 60 days in jail and mandatory participation in drug education program
* Third offense within 2 years - fine of $250 to $500 and 5 days to 6 months in jail
2. More than one ounce but less than one kilogram
a. Maximum jail term of one year or maximum fine of $1,000, or both or b. Maximum jail term of 3 years or maximum fine of $3,000 or both
3. One kilogram or more
Maximum jail term of 20 years, or maximum fine of $1,000,000, or both
4. Possession in a motor vehicle of more than one gram but less than one ounce
Maximum jail term of 90 days and maximum fine of $1,000

Mississippi Penalties for Illegal Alcohol Sales, Possession, and Driving Under the Influence

Sale or transfer of alcoholic beverages to a person under 21 years of age

First offense -

Fine of $500 to $1,000

Subsequent offenses-

Fine of $1,000 to $2,000, or maximum jail term of 1year, or both

Possession or purchase of alcoholic beverages by a person under the age of 2

Fine of $100

Misrepresentation of age to purchase alcoholic beverages

Fine of $25 to $500, or 30 days of community service, or both

Driving under the influence of alcoholic beverages or other impairing substances

* First offense - Fine of $250 to $1,000, or jail term of 24 hours, or both, and driver's license suspended for 90 days
* Second offense within 5 years - Fine of $600 to $1,000 and jail term of 48 hours to 1 year and driver's license suspended for 2 years
* Third offense within 5 years - Fine of $800 to $1,000 and jail term of 30 days to 1 year and driver's license suspended for 5 years
* Fourth and subsequent offenses within 5 years - Fine of $2,000 to $5,000 and jail term of 90 days to 5 years and driver's license suspended for 5 years

Note: in addition to the above penalties, an individual driving a motor vehicle under the influence of alcohol, and negligently causing death or injury to another, faces a maximum jail term of 10 years.

HEALTH RISKS

Drugs are chemical substances effecting both the mind and body. The use of any drug may affect an unborn child. The prolonged use of any drug may lead to physical and/or psychological dependence. An overdose of any drug may lead to death. The following list includes the various kinds of drugs, common names of drugs, and descriptions of the possible health risks. This list is not extensive, and other risks may be involved.

DRUG/STREET NAMES	HEALTH EFFECTS	SYMPTOMS
Alcohol, beer, wine, wine coolers, liquor (1-12 hours effect)	Causes depressions, aggression, slurred speech, muscular incoordination, Frequent use can lead to cirrhosis of liver, pancreatitis, brain disorders, vitamin deficiencies & malnutrition. Can lead to coma or death in large quantities.	Puffiness of face, redness of eyes, depression, disorientation, shallow respiration, nausea, cold and clammy skin, dehydration, slurred speech, impair muscle coordination and judgement.
Marijuana/pot, reefer, grass, THC, hash, disoriented hash oil, herb, cannabis (2-4 hours effect)	Can impair memory perception and judgment by destroying brain cells. Raises blood pressure. Contains more known carcinogens (poisons) than cigarettes.	Euphoria, relaxed inhibitions behavior, staring off into space, hilarity without cause. Time distortion. Bloodshot eyes, dry mouth & throat, increased appetite. Fatigue, hallucinations, depression. Slurred speech, disorientation, drunken behavior with no odor of alcohol.
Barbiturates, methaqualone/ Quaaludes, yellow jackets, red devils, blue devils Sedation, Nebutal, Seconal, Spoors, Valium, Tranxene, Xanax, Librium (1-16 hours effect)	Can cause slurred speech; staggering gait; poor judgement, and slow uncertain reflexes, fatigue, deceased breathing, pulse and blood pressure.	Large doses can cause unconsciousness and death. Mixing of these depressants with alcohol causes thousands of accidental deaths in the US each year.
Cocaine/coke, snow, blow, gold dust, lady, paranoia, Bernice, C, toot cocaine. (1/2 to 2 hours effect)	Causes dilated pupils, increased blood pressure, heart rate, breathing rate & body temperature. Can cause seizures, heart attacks and death.	Apathy, Anxiety, sleeplessness, hallucinations, craving for more, Weight loss. Constant sniffing. Mood swings.
Crack Cocaine/crack, rock (5-10-minute effect)	More & stronger cocaine is getting to the brain quicker, increasing risks of cocaine use.	Same as cocaine
Amphetamines/uppers, speed, black beauties, dexies, bennies, crystal meth, crank, crystal, ice, hearts, crossroads, white crosses, caffeine, nicotine, diet pills (1/2 to 2 hours effect)	Increases heart rate, breathing rate, blood pressure. High doses can cause tremors, loss of coordination & death from stroke or heart failure. Frequent use of large amounts can produce brain damage, ulcers, malnutrition, hallucinations, convulsions, and coma.	Decreased appetite, dilated pupils, sleeplessness, agitation, unusual increase in activity, mood swings, paranoia, anti-social behavior, loss of appetite, anxiety, weight loss.
PCP (phencyclidine)/angel dust, killer dust killer weed, crystal cyclone, elephant (Variable effects)	Increased heart rate and blood pressure. Large doses can cause convulsions, comas, heart & lung failure and ruptured brain vessels. Users may show long-term effects on memory, judgement, concentration & perception.	Sweating, dizziness, numbness, hallucinations, confusion, agitation. Violence & aggression or silence & withdrawn state. Poor perception of time and distance. Overdose can lead to death.
NARCOTICS/Heroin/Mexican brown, China White, Persian Porcelain, "H", smack, horse, junk, black tar, Codeine, Morphine, Opium, Meporidine-demoral, Paragoric, Percodan, Fentanyal, Darvon, Talwin, Tussionex (12 -24 hours effect)	Repeated use can lead to infections of the heart lining & valves, skin abscesses & congested lungs. May cause nausea and vomiting. Can lead to convulsions, coma & death.	Watery eyes, runny nose, yawning, loss of appetite, tremors, irritability panic, chills, sweating, cramps, nausea, apathy, euphoria, itching, constricted pupils, reduced vision.
Gas & Glue/rush, Locker Room, aerosol cans, Poppers, snappers, amyl nitrate, gasoline, lighter Fluid, whippets. (Variable effects)	Brain damage occurs when used over a long period of time. All these chemicals carry considerable risk, particularly of cardiac arrhythmia .Nausea, running nose, decreased heart rate.	Lack of coordination, slurred speech, drowsiness, loss of appetite, fatigue. Hallucinations, dizziness, scrambled
Hallucinogens/LSD, Mescaline, Peyote, Mesc, buttons, Psilocybin, magic mushrooms, acid, blotteracid, MDA-love drug (3-12 hours' effect)	Dilated pupils, nausea, increased blood pressure, hallucinations, stomach cramps, blackouts, flashbacks. Overdose can lead to death.	Beady eyes, nervous, erratic behavior, laughing, crying, panic, personality changes, sees" smells, "hears" colors. Marked depersonalization. Psychological changes can be permanent. Poor perception of time and distance.
MDMA/Adam, Ecstacy, X-TC (Variable effect)	Increased heart rate & blood pressure. Believed to cause permanent brain damage.	Confusion, depression, sleep problems, blurred vision, chills, sweating, anxiety, paranoia, muscle tensions, involuntary teeth clenching, nausea.
Steroids (Variable effect)	Can develop liver cancer, cardiovascular problems, sterility, sexual dysfunction and stunted growth.	Similar to effects of anti-depressants and stimulants. Can increase moodiness and aggressive behavior.
Source: National Institute on Drug Abuse		

CAMPUS POLICY FOR REPORTING EMERGENCIES

Students, faculty, or staff members may report emergencies of any type by contacting the Campus Police Department at 601-635-6268 or 601-527-8939. Officers are on duty 24 hours a day, 7 days a week.

Faculty, staff, and administration are advised to inform students, employees or visitors to report any crime occurring on campus to the Campus Police Department at the above listed numbers.

ECCC CAMPUS POLICE DEPARTMENT

The ECCC Campus Police Department is a fully certified police department with full arrest powers as authorized by Section 37-29-27 Mississippi Code 1972. The department is vested with the authority to enforce all federal, state, and local laws as well as all policies and regulations of East Central Community College.

Full-time campus police officers are certified by the State of Mississippi as professional law enforcement officers. These officers are not only responsible for law enforcement, but also emergency management and support services unique to the college community.

The mission of the ECCC Campus Police Department is to provide a safe, secure environment for all faculty, staff, and students of East Central Community College. To accomplish this mission, the department provides crime prevention, criminal investigation, traffic control, and related services.

STUDENT ORIENTATION SESSION

Students are informed of security procedures and practices during the Student Orientation sessions. The Vice President of Student Services & Enrollment Management and the Director of Housing conducts a Dormitory Meeting with all Campus Residents at the beginning of the Fall semester.

WRITTEN INFORMATION

Access to Student Handbook is provided to all dormitory students and made available to all students. This handbook contains information about campus traffic regulations, reporting and security problems.

EAST CENTRAL COMMUNITY COLLEGE
FEDERAL CRIME AWARENESS AND CAMPUS SECURITY ACT STATISTICAL DATE

OFFENSE	CASES REPORTED	CASES CLEARED
Homicide	0	0
Forcible Rape	0	0
Assault	0	0
Robbery	0	0
Burglary	0	0
Theft	0	0
Motor Vehicle Theft	0	0
Reckless Driving	0	0
Liquor Law Violations	6	*6
Destruction of Properties	0	0

** Cases cleared via the discipline policies/procedures of East Central Community College*
*** None of the crimes reported for this period were classified as a hate crime*

STUDENTS ARE EXPECTED TO:

SECURITY IS A SHARED RESPONSIBILITY * Lock the doors and windows to their rooms at all times.
* Refrain from allowing strangers to enter their rooms.
* Call campus police or residence hall staff for assistance when needed.
* Walk with others at night on campus.
* Report suspicious persons/activities to residence hall staff or campus police immediately.
* Report crimes immediately to campus police.
* Take appropriate steps to secure personal property such as bikes, cars, jewelry, etc.
* Participate in security-related programs.
* Read, understand, and abide by the College and Residence Hall Rules and Regulations.
* Provide input to the College about how the campus can be made safer.
* Report, in writing, instances of obscene or harassing telephone calls or conversations.
* Provide insurance coverage for personal belongings.

DRUG FREE SCHOOL

East Central Community College adheres to the requirements of the Drug Free Workplace Act and the Drug Free Schools Act passed by the United States Congress and signed by the President. The possession, manufacture or distribution of controlled substances is a violation of college rules and regulations. Please refer to the appropriate policies and disciplinary procedures outlined in this handbook and/or Health Related handbooks for more details.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, November 8, 1990, as amended 1993, East Central Community College provides statistical data on its graduates and the Campus Security Report. For further information, students may contact the Vice President of Student Services or refer to https://www.eccc.edu/consumer-information.

INTELLECTUAL PROPERTY

The Intellectual Property policy provides guidelines for the management of intellectual property resources produced by East Central Community College faculty, administration, staff, students, or anyone utilizing college facilities or engaging under the direction of college personnel. The Intellectual Property Policy 403.5 is located in the ECCC Policies and Procedures manual on the college website at www.eccc.edu.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Unauthorized distribution of copyrighted material using ECCC computers or networks is not allowed. Such distribution includes the use of peer-to-peer sharing. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.